



# Howard County

## RECREATION & PARKS

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Phone: 410-313-4661 Fax: 410-313-4646  
www.howardcountymd.gov/rap Voice/Relay: 410-313-7275

7120 Oakland Mills Road, Columbia, Maryland 21046

Dear Potential Instructor:

Thank you for your interest in becoming a Contract Instructor with Howard County Recreation & Parks. Please complete the enclosed Instructor Application and Proposal Form and return by:

- May 1 for Fall classes
- September 1 for Winter classes
- November 1 for Summer camps
- December 1 for Spring/Summer classes

Once your proposal has been reviewed, you will be contacted for an interview if the program appears to meet the leisure needs of county residents.

### **What is a Contract Instructor?**

All instructors will be expected to demonstrate an acceptable level of proficiency in their special skill as well as the ability to teach in a recreation setting. A Contract Instructor is an independent contractor for the county and not an employee. Your program must meet a specific leisure need and cannot be funded with county taxpayer fees. All funds generated through your classes/camps/programs must cover the cost of your salary as well as administrative services such as registration, marketing, and facility use fees. Material fees can be separate from the advertised cost of the program at the instructor's discretion. The contractor designs their own class/camp/program and course outline based on their talents. Instructors are often requested to provide examples of skills at the interview. Programs are held in county schools, private businesses, or recreation facilities. The Program Supervisor who hires you will facilitate your ability to teach and is responsible for evaluating your program for quality purposes. The supervisor may audit your class at any time and may provide recommendations for improvement. Volunteers may occasionally attend your programs as evaluators or to assist you with administrative tasks.

### **Please consider the following questions before completing the enclosed forms:**

- Is the program going to enhance recreational, social, and educational experiences as they relate to leisure needs?
- Will the program provide financial return if it is offered at a reasonable cost to the participant?
- Is the program currently being offered by the Howard County Recreation & Parks? Would your program be a duplication or in direct competition with another county program?
- Has the program been requested by the community? Is it a new trend or a program that would be in high demand?
- Are you able to teach a diverse population of students with understanding and compassion for differences?

### **Important Information:**

- The county will negotiate instructor salaries based upon education and years of experience.
- Instructors may be offered an hourly rate or a per person rate based on the class/camp/program fee.
- Payments to instructors are processed upon receipt of an invoice at the conclusion of the program. This process usually takes 30 days.
- The Department handles all registrations for programs. Rosters are mailed or faxed before the start of the class. Programs may be cancelled due to lack of registrants.
- Instructors who teach students under the age of 18 must be fingerprinted and undergo a criminal background check. The Department has this service or you may go to your local police station. Camp staff will meet standards as required.
- The majority of our programs are held in Board of Education facilities. Programs will not be conducted when school buildings are closed for holidays or school functions. Missed classes will be added to the end of the session.

### **Mail a current resume, the instructor application, and your class proposal form to:**

Howard County Department of Recreation & Parks  
7120 Oakland Mills Road  
Columbia, MD 21046  
Attn: Danielle Bassett

Materials may also be submitted via email (dbassett@howardcountymd.gov or kehler@howardcountymd.gov) or fax (410-313-4660, Attn: Adult Programs/Danielle Bassett).

If you have further questions, please call 410-313-4700 and request to speak to the supervisor that would relate to your area of expertise.



**CONTACT INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Social Security Number or Tax ID #: \_\_\_\_\_

Permission to release phone number to students?  Yes  No

Do you accept credit card payment?  Yes  No

Do you have a legal right to work in the United States?  Yes  No

Have you ever been employed by Howard County?  Yes  No

If yes, please list dates of employment:: \_\_\_\_\_ Position: \_\_\_\_\_

Subject to be taught: \_\_\_\_\_

**EDUCATION & TRAINING**

Colleges Attended (City & State)	Dates	Major	Degree Awarded
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**EMPLOYMENT**

Employer Name	Phone Number	Employment Date	Job Title
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**SUPPLEMENTAL INFORMATION**

Field-related Training/Certifications:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Relevant Experience:

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**REFERENCES**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_

Have you ever been convicted of an offense in adult court?  Yes  No

If yes, please explain \_\_\_\_\_

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I certify that the information provided on this form is true and complete to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Division:  Arts  Cooking  Crafts  Music  Lifelong Learning      Year: 20\_\_\_\_\_

Class Title: \_\_\_\_\_ Instructors Name: \_\_\_\_\_

New Class:  Yes  No

Description:

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Material/Food Fee: \_\_\_\_\_ (Students bring this amount to class and pay instructor directly for expenses above the cost of the class)

Location Preferred: \_\_\_\_\_ Type of Facility or Classroom needed: \_\_\_\_\_

Equipment needed: \_\_\_\_\_ Days of the week available to teach: \_\_\_\_\_

Time of Class: \_\_\_\_\_ Minimum/Maximum Number of Participants: \_\_\_\_\_

### Example

#### Just Drawing with Zina Poliszuk

This is a foundations course with step by step demonstrations and specific visual aids and discussions with the goal of improving eye-hand coordination and visual skills. Learn to draw with right brain techniques using contour drawing, value studies and understanding of spatial relationships.

Classes: 7

RP0210.101 Gary J Arthur Comm Ctr Sep 13 10am-noon Th \$135

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