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Dear Potential Instructor,

Thank you for your interest in teaching a program through the City of Northampton's Park and Recreation Department. You will need to submit several program forms for proper consideration.

- City of Northampton Job Application or Current Resume
- Letters of recommendation or three (3) current references
- Course Proposal Form
- CORI (Criminal Offender Registry Information)

After reading this packet, please submit all items listed above to the Northampton Parks and Recreation Department office, located on the grounds of John F. Kennedy Middle School. The office is open Monday-Friday, 8:30 am - 4:30 pm

Once received, your proposal will be reviewed by members of the Parks and Recreation Staff. A member of the staff will contact you regarding your application and proposal, and will arrange a meeting with you to discuss program details (dates, times, locations, fees, etc.)

Northampton Parks and Recreation will be able to support your program in several ways. Once the program is set up and a contract has been signed we will be responsible for the following:

- Free advertising in our bi-annual program guide, which reaches over 14,000 area residents
- Registration and administrative support
- An Appropriate place in which to hold your program (usually a City Facility)
- At the conclusion of the program, mutually agreed upon payment in accordance with the contract. (Usually 70% of the net program income)

As an independent contractor for the City of Northampton, you will be required to sign our standard contract agreement. As an independent contractor, you are not an employee of the Northampton Parks and Recreation Department of City of Northampton. You will also be expected to supply any materials needed for your program.

Thanks for your interest in the Northampton Parks and Recreation Department and our commitment to better the lives of people of all ages in the Northampton area. If you have any questions, please contact the Recreation Department at 587-1040 or email us at recreation@northamptonma.gov.

Shelby Michna, CPRP, CPO
Assistant Director of Recreation

100 A BRIDGE ROAD, FLORENCE, MA 01062
413-587-1040 ~ 413-587-1044 FAX
www.northamptonma.gov/recreation

Northampton Parks and Recreation Department General Information for Planning Programs

The mission of the Northampton Parks and Recreation Department is to promote the general well-being for the individual and the community by providing a wide range of high quality and wholesome recreational opportunities to meet the leisure needs and interests of citizens of all ages from Northampton and the surrounding area. We are always looking for creative programs ideas!

Sessions

Generally Northampton Parks and Recreation offers programs that run eight weeks per season, of course this depends on subject matter and program goals. Programs are normally held one day per week. These are just generalizations. Public School vacations and official holidays should be taken into consideration when planning sessions.

Facilities

Northampton Parks and Recreation relies on community facilities to run our programs. Most programs take place at the Aquatic & Family Center at JFK Middle School. Some instructors provide their own space for running programs.

Equipment:

Course Materials

Instructors are responsible for supplying handouts, special equipment required for any program. When appropriate, a materials fee can be arranged to cover these costs, which needs approval from Parks and Recreation Staff.

Promotion & Publicity

Northampton Parks and Recreation produces a bi-annual program guide which is distributed to over 14, 000 Northampton Residents. Additional Brochures are placed in public facilities and businesses throughout Northampton and surrounding areas. We will also produce press releases and send them to all local media. When appropriate we will create and hand out flyers to current program participants.

Contracted Instruction

Instructors work under an Independent Service Contract that details both parties responsibilities. The City of Northampton does NOT provided Liability insurance for Contracted Instructors. Payment is made once the program is completed. In most cases Independent Contracts will receive 70% of the program profit.

Northampton Parks and Recreation Department Course Proposal Form

Please fill out this form completely. This is a draft program proposal; all final details and arrangements will be worked out with Parks and Recreation Department staff. If you are proposing to run more than one program, please complete one form for each program proposed.

Name _____

Address _____

Home Phone _____ Work Phone _____ Cell _____

Email _____

Proposal

1. Program Title _____

2. Purpose of Program _____

3. Program Goals _____

4. Targeted Population _____

5. Minimum Number of Participants _____

6. Maximum Number of Participants _____

7. Targeted Age Group _____

(over)

Program Description:

a) Please write a brief course description suitable for publications created by Northampton Parks and Recreation. (100 words or less)

b) Number of classes _____

c) Proposed day(s) of week (MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY)

d) Proposed start time of class _____

e) Time length of each class _____

f) Type of space/facilities needed _____

g) Equipment needed _____

h) Equipment you will provide _____

i) Seasons you wish to teach (SUMMER FALL WINTER SPRING)