

## City of Capitola Recreation Department Information for Prospective Instructors

Thank you for your interest in teaching classes through the Capitola Recreation Department. We are always looking for new instructors who will help us fulfill our commitment to provide high-quality, affordable, fun, integrated and safe recreational activities to people of all ages, races, and ability levels.



Instructors are hired as independent contractors by the City of Capitola, and contract with the department on a session-by-session basis. All instructors must be fingerprinted (there is no cost to you).

### Benefits of Teaching Through Capitola Recreation

- Our brochure is mailed to over 30,000 households in Capitola, Aptos, Soquel, and the Santa Cruz zip code areas 95062 and 95065. In addition, we distribute the brochure to various locations throughout the community and advertise our programs on Facebook and in local newspapers.
- We offer 7 sessions of classes each year, providing consistency for those instructors who teach on-going classes. Our regular session classes run 6 weeks, with a make-up week at the end of the session.
- As an instructor, you are automatically covered under the City of Capitola's liability insurance.
- If you do not have a facility for your class, we can provide one — there is no rental fee and no penalty if the class doesn't happen.
- We handle all the class registration for you.
- In general, people tend to trust instructors hired through a recreation department more than instructors who advertise independently.
- Our entire brochure is online at [www.cityofcapitola.org/recreation](http://www.cityofcapitola.org/recreation) and online registration is available.

### How We Price Classes & Pay Instructors

The Instructor works with the Class Coordinator to determine the activity fee, to which Capitola Recreation adds a registration fee (currently \$16). The activity fee + the registration fee creates the "resident" price (our residency boundaries are the City of Capitola and the Soquel Elementary School District). Non-residents pay \$14 more per class. So there are always 2 prices listed for each class: the resident price and the non-resident price.

Instructors are paid 65% of the **activity fee** of the class price (Capitola Recreation retains the remaining 35% of the activity fee, the registration fee and all non-resident fees).

### Steps You Need To Take

You should first contact the Class Coordinator, Marcia Smith, to see if your proposed class is a class we might be interested in offering or able to offer; she can be reached at the contact information listed below. We will review your ideas, proposed class price, and requirements for your class, and if we decide to proceed, she will contact you to set up an interview. Some of our considerations in offering classes include determining whether or not: a desire for a proposed class exists within our community; the class is of a recreational, leisure and/or educational nature; the proposed class duplicates a class already offered; the proposed class is affordable; there are available facilities to accommodate the class being offered.

#### Bring to the interview:

- A resumé, description of your qualifications, or company brochure describing you and your prospective class. Include your home phone, cell phone, address, email address and website, if you have one.
- A basic class outline describing what you propose to do within the class time.
- A class description and title, as you would like to see it appear in our brochure. We will also need to know: the preferred days and times for your class; facility needs; ages of participants; the minimum/maximum number of participants; the price you want to charge for your class; the materials fee (if you're charging one) and what will be provided for that fee.