

# Information for Prospective Instructors

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## BENEFITS OF TEACHING THROUGH CAPITOLA RECREATION

- We handle all the class registrations for you.
- As an instructor, you are automatically covered under the City of Capitola's liability insurance.
- We advertise our classes on our website, throughout the community, and on Facebook.
- People tend to trust instructors hired through a recreation division more than instructors who advertise independently.
- Priority use of facilities.



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[www.cityofcapitola.org/recreation](http://www.cityofcapitola.org/recreation)

[capitolarecreation@ci.capitola.ca.us](mailto:capitolarecreation@ci.capitola.ca.us)

## Teaching

Thank you for your interest in teaching classes through the Capitola Recreation Division. 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 and ability levels.

## Steps You Need to Take

Our proposal form for new classes is open. It can be found at [www.cityofcapitola.org/recreation/page/teach-us](http://www.cityofcapitola.org/recreation/page/teach-us). Once we have received and reviewed your proposal, we will be in contact with you. Some of our considerations in offering classes include determining whether 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.

## How We Price Classes & Pay Instructors

Activity fee + registration fee (\$19) + non-resident fee (\$16) = Class price. The activity fee is determined by the Instructor and class coordinator. Instructors are paid 65% of the activity fee. Paychecks are sent out on the Friday during the last week of your class. However, if you are offering a short class (1-2 days or 1 consecutive week) your paycheck will be mailed the following Friday after your class has been completed.

## Requirements

As an Independent Contractor with the City of Capitola, all prospective instructors are required to fill out a W-9 and complete a background check. Information on that will be emailed to you once we have approved your class to be taught with us.