



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.

- 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 proposal, and will arrange a meeting with you to discuss program details (dates, times, locations, fees, etc.)

Northampton Parks and Recreation will support your program in several ways, and details will be discussed upon submission of proposal.

- 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 minus expenses)

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 enhance the lives of people of all ages in the Northampton area. If you have any questions, please contact the Recreation Department at 413-587-1040 or email us at [recreation@northamptonma.gov](mailto:recreation@northamptonma.gov).

Shelby Michna, CPRP, CPO  
Assistant Director of Recreation

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100 A BRIDGE ROAD, FLORENCE, MA 01062  
413-587-1040 [recreation@northamptonma.gov](mailto:recreation@northamptonma.gov)  
[www.northamptonma.gov/recreation](http://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.

### **Course Materials**

Instructors are responsible for supplying handouts and any 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**

Parks and Recreation will include program information on department website. Other publicity will be discussed as necessary.

### **Contracted Instruction**

Instructors work under an Independent Service Contract that details both parties responsibilities. The City of Northampton does NOT provide 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, minus expenses.

## 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 \_\_\_\_\_

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### 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 \_\_\_\_\_

**Program Description:**

- a) Please write a brief course description suitable for publication. *(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)

Other Information: