



City of Moorpark
Recreation Division



How To Become a Contract Instructor

**Earn Money Doing What You Love
& Enriching the Lives of Others**



Class Seasons

The City of Moorpark recreation programs are offered on a quarterly basis. All classes are publicized in the quarterly recreation guide.

Instructor schedules are generally completed 3 months prior to the start of a season. The recreation guide is printed and mailed about one month prior to the start of each season.

WINTER:
December to February
Proposals due 8/15

SPRING:
March to May
Proposals due 11/15

SUMMER:
June to August
Proposals due 2/15

AUTUMN:
September to November
Proposals due 5/15

How to Get Started

Submit a full resume and class proposal(s) to the City of Moorpark, Recreation Division. Proposals can be emailed to AVRC@moorparkca.gov or mailed to:

City of Moorpark
Attn: Recreation Class Proposals
4550 Tierra Rejada Road
Moorpark CA 93021

Your resume should include:

- Your complete contact information, including phone, email, and physical address (make sure to use your legal name and legal company name with any DBAs (if applicable))
- Website or social media addresses
- All education and experience as it relates to the subject matter you wish to teach
- Any material and/or verifiable information from past classes (promotional material, enrollment numbers, etc.)
- At least two professional references, with contact information including telephone number and email

Your class proposal should include:

- Class title
- An outline of class material covered
- A course description
- Age group / target audience
- Times and days you are available to teach
- Length and frequency of class session
- Proposed class fee and materials fee (if applicable.)
Materials fees may only be used for consumable items; they are not intended for use of reusable equipment.

Arroyo Vista Recreation Center
4550 Tierra Rejada Road
Moorpark, CA 93021
(805) 517-6300 | www.moorparkca.gov



Contract Instructor Information

What Is A Contract Instructor? A Contract Instructor is an individual or business who teaches recreational classes on a contract basis. Contract Instructors are not employees of the City of Moorpark and select their own class titles, subjects, teaching methods and content*. Instructors manage their own classes, including: setup, clean up, advertising, purchase and distribution of materials, and attendance tracking.

The City supports its contract instructors by providing:

- Clean facilities and tables/chairs
- Registration and fee collection services
- Class rosters and attendance sheets
- Participant waivers
- Class promotion

What Kinds of Classes Will We Offer? Moorpark is a family oriented community and our classes reflect that nature. We offer a wide variety of activities for infants through adults. Specialty classes for teens and adaptive programming for individuals with special needs are also important to us.

Class Days, Duration & Dates: Class sessions typically run 4 to 8 weeks, meeting once or twice per week for 30 minutes to one hour. One day workshops and week-long camps are also an option. Instructors select the class schedule that best suits their subject matter and teaching style. Times and days are determined by facility and instructor availability. All classes must be held during facility hours (9 am - 9 pm, Monday through Friday, and 9 am - 4 pm, Saturday).

Facility: Most classes are held at the Arroyo Vista Recreation Center and Community Park, located at 4550 Tierra Rejada Road in Moorpark. The facility has 2 general purpose rooms, a kitchen, a gym, and a 69 acre park with fields, tennis/pickleball courts, pavilions, and playgrounds.

Publicity: Instructors create their own class descriptions for personal and City promotions*. The City publicizes classes through flyers and in the quarterly Moorpark Magazine and Recreation Guide (distribution 13,000.)

Registration: Class registrations are reviewed one week prior to the first class meeting and instructors are notified by phone or email of enrollment numbers. Instructors determine their own minimum enrollment requirement and maximum class size*. If a class is canceled, the City will notify registered students and issue refunds.

Fees: Instructors determine the registration fee to be charged for their class*. All registration fees are paid directly to the City. A lab, materials or uniform fee may also be set*. These fees are paid directly to the instructor.

Payments: Instructors are paid 70% of class registration fees received after deducting participant refunds. Payment for classes will be made within thirty (30) days of the date of the last class.

Fingerprinting: State law requires all instructors who work with children to be fingerprinted. New instructors must make an appointment at a designated Livescan facility to be fingerprinted. Livescan forms are provided by the City. Contractors are responsible for all Livescan fees (approximately \$20.00.) Instructors may begin classes only after a clear fingerprint record has been received by the City.

Tuberculosis (TB) Testing: All instructors are required to have had a negative TB test within the past 2 years. A written statement form, provided by the City, must be signed stating this has been completed.

Insurance Requirements: Instructors must carry \$1,000,000 in liability insurance and name the City of Moorpark as additional insured. Sexual Abuse Molestation Insurance for \$250,000 per occurrence and \$500,000 aggregate, and business or personal auto insurance are also required.

Need insurance? We can help.

Instructors without liability or Sexual Abuse Molestation insurance may purchase it through the City's Alliant class insurance program

* Subject to City approval.