

## *Current Classes We Offer!*

Parent/Child Classes

Preschool Exploration Classes

Toddler Time

Cheer and Dance

Martial Arts

Acting for Stage and Commercials

Art for All Ages

Manners and Etiquette

Pilates and Yoga

Morning Fitness

Ballroom Dancing

Dog Obedience

Fencing

Ice Skating

Singing for All Ages

Sports for All Ages

Piano



Pleasant Valley Recreation and Park District  
1605 E. Burnley Street  
Camarillo, CA 93010  
(805) 482-1996  
[www.pvrpd.org](http://www.pvrpd.org)

Visit our website at [www.pvrpd.org](http://www.pvrpd.org) for more information about the programs we offer.

Pleasant Valley  
Recreation and Park District

## *Teaching Recreation Classes 101!*



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## **YOU WANT TO TEACH A CLASS**

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The community class program is one of many programs offered by the Pleasant Valley Recreation and Park District. The classes are taught by individuals such as yourself with unique skills and abilities and a genuine enthusiasm to pass on their knowledge.

This guide describes the community class program and will give you a starting point from which you can develop your design. If after reviewing this brochure, you are interested in joining our teaching staff, submit a résumé and fill out an application available at the Community Center Administration Office.

## **COMMUNITY RECREATION CLASSES**

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Classes offered by the District are extremely diverse. We offer aerobics, dance, melted glass classes and sports programs. The classes we offer attempt to meet the recreational needs of the community. If you have a skill that you feel others would like to learn, you have a good starting point to organize a class.

## **QUALIFICATIONS**

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Criteria can vary from professional experience to personal expertise in a particular subject area. You may be asked to prepare a sample of your work, provide photographs, or supply professional recommendations and references. There are no strict guidelines on who is qualified to teach Community Classes for the District, each class has its own requirements. In most cases individuals who feel comfortable enough to teach a subject are usually qualified to teach it.

## **INSTRUCTORS**

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Instructors are Independent Contractors and function independently. You must be able to work independently within the given framework. For each class offered you will be required to sign a contract and provide a class detail each season. This class detail outlines the dates, times, facility assignment, student's fees and any other special requirements pertaining to your class. The contract outlines the regulations of contracting with the District and the stated percentage of payment.

## **SCHEDULING CLASSES**

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The instructor is responsible for determining fees and class schedules, including dates and times. The Recreation Supervisor in charge of classes is available to help guide you in this area. The schedule is subject to facility availability and the Recreation Supervisor's approval. Each class and its corresponding fees are also subject to the approval of the Recreation Supervisor. Classes are scheduled four times a year coinciding with the publication of the District's Recreation Magazine.

## **INSTRUCTOR PAY**

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Instructors are paid 65% of the contracted class fee of the class offered. An example of this is as follows; A class may meet for four weeks at one hour per class and charge \$20. With 15 students in the class the gross revenue is \$300 and the instructor receives 65% or \$195. Considering you may have an hour of preparation for every hour in the classroom, this works out to an hourly wage of nearly \$25 per hour. If you offer a prorated fee for late enrollments, you will receive 65% of that discounted fee.

The District will access an Administration Fee in the amount of \$2 to each class. Also, the District will charge participants who register for the class and live out of District a 25% "Out of District" fee. The Instructor does not receive any percentage of these fees.

Instructors may also request a materials fee be included in the class description. This fee would typically be paid directly to the instructor and the District would not take a percentage of this fee.

The percentage retained by the district goes to paying for program overhead (utilities, maintenance, etc.) administration, marketing, and promotional costs.

## **HOW DO I GET STARTED!**

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The first step in getting your class started is to submit a résumé and proposal for the class you wish to teach. Within the proposal you need to include a class description, a proposed day and time for the class, and a suggested fee for the class. These items will give us the opportunity to learn more about you and the class that you wish to teach. After we have reviewed your form we will contact you and proceed.

## **FOR MORE INFORMATION**

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Contact the Recreation Supervisor in charge of classes at (805) 482-1996 ext. 18.

