



Contract Instructor Manual



Si View Metropolitan Park District

400 SE Orchard Dr.

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Phone: (425) 831-1900

www.siviewpark.org

WELCOME

The Si View Metropolitan Park District offers a variety of classes, workshops and activities. We would like to thank you for your interest in contributing your knowledge and expertise to enrich the lives of others in this community. Your participation and involvement will complement the diversity of our programming and contribute to the overall success of programs. We look forward to working with you!

The intention of this manual is to provide you with useful information. It is important to Si View Metropolitan Park District and our patrons that you understand and are knowledgeable regarding policies and procedures. If you have any questions or concerns, please contact your Program Coordinator.

ABOUT SI VIEW METROPOLITAN PARK DISTRICT

Mission Statement

The Mission of the Si View MPD is to work in partnership with the Community to preserve historic Si View Park and provide opportunities to enhance the quality of life through the facilitation of recreation programs and parks in Snoqualmie Valley.

Hours of Operation

Programmed operating hours for the Si View Community Center are as follows:

Monday – Thursday	6:30 am - 9:30 pm
Friday	6:30 am - 6:30 pm (later by appointment)
Saturday	8:00 am -12:00 pm (later by appointment)
Sunday	Open for rentals only (or by appointment)

Staff will be on duty at Si View Community Center during these hours. Hours for other District managed facilities vary. Si View MPD is closed for all federal holidays. Facility hours may vary due to rentals and special events. Current holiday schedule is available on the District website at www.siviewpark.org.

Classes are offered throughout the year in three sessions:

- a) Winter: January-April / proposals due October 1
- b) Spring/Summer: May-August / proposals due February 1
- c) Fall: September-December / proposals due June 1

MPD Managed Facilities

- Si View Community Center, Pool and Park: 400 SE Orchard Drive, North Bend
- Tollgate Farm Park and Fields: 1300 West North Bend Way, North Bend
- Torguson Park and Fields: 750 East North Bend Way, North Bend
- North Bend Train Depot: 205 McClellan Street, North Bend
- Meadowbrook Farm and Interpretive Center: 1711 Boalch Ave, North Bend
- Sallal Grange: 12912 432nd Ave SE, North Bend
- South Fork Landing Park and Pro Shop: 14319 436th Ave SE, North Bend

BECOMING A CONTRACT INSTRUCTOR

If you are interested in becoming a contract instructor with Si View Metro Parks:

1. Submit a course proposal form to the MPD Administrative office. This form can be found online: <http://www.siviewpark.org/careers.phtml>
2. A Recreation Coordinator will review your proposal. Experience, community need/fit, and facility availability will be determining factors as to whether your proposed class will be accepted.
3. If the Coordinator approves the proposed program, they will schedule a meeting to review program details, our contract model, and program policies and procedures.

Once you have been accepted as an instructor, the following items are required before instruction may begin:

1. **Pertinent certifications/licenses:** All Instructors must provide proof of current CPR/First Aid + AED certification. Additional certifications may be required for certain programs.
2. **Background check:** Contract Instructors are required to provide proof of a national background check prior to beginning instruction. Instructors are responsible for the cost of the background check.
3. **Contract:** All instructors must agree to, and sign, a contractual Agreement with Si View MPD for each season.
4. **Insurance:** Depending on the risk associated with the program, Instructors may be required to provide General Liability Insurance and name Si View Metropolitan Park District as an additional insured on their policy. *Note: Contract Instructors are not covered by the District's insurance policy.*
5. **Promotional materials:** District staff can work with you to generate program promotions. All promotional materials must be submitted to Si View MPD for review and approval prior to distribution to the public.
6. **COVID Operations plan:** As of May 1, 2020 all instructors are required to provide an operations plan prior for each program that outlines strategies to reduce the spread of COVID-19.

SI VIEW METRO PARKS RESPONSIBILITIES

1. **Instructor Manual:** Si View MPD provides this guide to familiarize you with the District's policies and procedures. It is important to review this information and understand your contractual Agreement. Please keep a copy of this handbook for future reference.
2. **Agreement for Instructional Services:** Your Program Coordinator is responsible for preparing an Agreement for Instructional Services and reviewing the document with you. Contract instructors will be expected to sign a new contract each activity season.
3. **Facilities:** Si View MPD will provide instructors with a clean, safe facility to host in-person programs during agreed upon class times. District provided equipment may or may not be available to instructors; however, the District can only guarantee the use of tables and chairs.

Additionally, due to the number of instructors and limited space available, the storage of equipment for contract classes is approved by the Coordinator on a case-by- case basis only.

4. **Registration:** Si View MPD is responsible for the collection of fees, issuance of refunds, cancellations, and all other related administrative responsibilities of contract classes. Only agreed-upon materials fees should be collected by instructors. Participants can be directed to enroll through Si View Metro Parks using one of three convenient ways to register:
 - Walk-in: Si View Community Center and Pool
 - Online: www.siviewpark.org

Course registration generally opens minimum of 2 weeks prior to the beginning of each session. Full payment is due at the time of registration. Registration for enrollment only programs generally closes 48 hours prior to start of class. Some programs accept drop- in fees, which do not require pre-registration. Class rosters will not be available for drop- in programs. Your program coordinator will keep in contact with instructors during registration window with updates on activity registration status.

5. **Marketing:** Si View MPD produces an informative brochure three times a year that is mailed directly to community resident and business, advertising special events, programs and fee-based classes. All classes are also promoted on the District's website, social media outlets, and via various other promotional materials. The Program Coordinator will work with instructors to determine mutually agreed upon dates, times, locations, and fees and ensure that the most accurate brochure is created for publication.
6. **Evaluation:** Contract Instructors and their classes will be evaluated periodically by the District's supervisory staff to continue to provide high-quality programming. Results of these evaluations will be discussed with each instructor.
7. **Emergency closures:** In case of inclement weather, the Si View MPD will notify instructors of a closure and communicate facility closures to the public on the district website and on social media. In general, Si View MPD follows the Snoqualmie Valley School District Inclement Weather closures. Please refer to our website www.siviewpark.org for current inclement weather policy.
8. **Instructor payments:** As a "Contract Instructor", you will be paid when all fees have been received by the District and classes have been completed for the month or trimester, depending on how your class is operated. Si View MPD processes Professional Fees for instructors at the end of each month. Professional Fee requests are placed on a Blanket Voucher and presented to the Park Commissioners for approval. The Blanket Voucher is then forwarded to King County who will issue payments to MPD. Professional Fee payments will be available through your Program Coordinator. Additional fees may be deducted from gross pay for offsite class locations and/or supplies purchased by the District, any such fees are outlined in the Agreement for Instructor Services. The Si View MPD will not withhold money for social security or federal income tax. Annual payments to the "contract instructor" from the MPD will be reported to the Internal Revenue Service.
9. **Scholarship awards:** Financial need-based scholarships are offered for youth and people with disabilities based on proof of residency and income verification. These scholarships amount to 25%-75% of course fees. Instructors are compensated their normal percentage based on the amount of scholarship participant payment. For example, student receiving a 50% scholarship for a \$100 class, instructor payment at the 70/30 split amounts to 70% of \$50 = \$35.

INDEPENDENT CONTRACTOR RESPONSIBILITIES AND PROCEDURES

1. **Income:** Si View Metro Parks does not withhold federal income tax but does report the Independent Contract Instructor's income via form 1099. It is the Instructor's responsibility to satisfy any taxes due by the contractor in an appropriate manner.
2. **Incidents/Accidents:** In the event of an accident or incident, Contract Instructors must notify staff on site immediately or as soon as possible. Staff will help assess situation, and take appropriate action including completion of the appropriate forms.
3. **Instructor Compensation and Fees:** Unless otherwise agreed upon, all registration fees will be split 70% to the instructor and 30% to Si View MPD. This 30% is used to cover administration, facilities, staff time, and production of the class brochure. Class registration fees may be prorated with instructor approval for partial season registrations. Payments for punch pass sales are processed monthly. Passes sold that have been paid out to Instructor and deemed invalid due to termination of Instructor Agreement may be subject to Instructor issued refund to customer. Non-resident surcharge billed by the District for participants residing outside District boundaries is not subject to revenue share.
4. **Change in Contact Information:** Instructors must notify the Program Coordinator immediately of any change in personal contact information written on the Agreement.
5. **Cancellation of Classes:** If a class has not met minimum enrollment, it is up to the Instructor to determine if the class should be conducted, combined with another class or cancelled. Should an instructor choose to cancel an upcoming class, they must notify the Coordinator at least **three business days** prior to the scheduled class start date for Si View MPD staff to contact registered participants. Participants are to be offered a full refund for cancelled classes.
6. **Changes in Schedule:** It is important that classes start and end at the time which is advertised. Starting classes late or ending early can cause concern among participants and is a poor representation of the high quality of programs which Si View Metro Parks offers. Ending classes late can cause undue burden for other instructors or staff that have a schedule with which to comply. Any anticipated changes in schedule must be reported to the Program Coordinator immediately so that necessary arrangements can be made to accommodate participants and programs.
7. **Class Attendance:** Si View MPD staff will provide a roster to instructors for monitoring participant attendance. Attendance should be taken daily. At no time should an Instructor allow a participant to attend who has not paid or registered. This may impact your compensations and may void your contract.
8. **Marketing:** While the Si View MPD markets our contract class program as a whole, it is the Instructor's responsibility to help develop and provide their individual promotional items and cultivate their programs participant base. Marketing materials created by Instructors will need prior approval from the Program Coordinator prior to distribution.
9. **Brochure:** The Instructor is responsible for submitting correct class information to the Program Coordinator by each brochure the deadline. Proposals received after the brochure deadline are not guaranteed to be included in the upcoming season. Class titles, content, and descriptions are determined by the Instructor who will work with the Coordinator to establish mutually agreed upon dates, times, locations, and fees. New class ideas should be submitted via a Class Proposal Form to the Program Coordinator. New or expanded classes will be added only as space, time, and the market will allow.
10. **Instructor Absence:** There may be emergency instances where you will need to miss class. If/when this occurs:

- a. Notify Si View staff immediately, be sure to speak with an employee, rather than leave a message.
 - b. It is the Instructor's responsibility to notify participants as soon as possible.
 - c. Make-up classes must be approved and scheduled through the Program Coordinator. Once approved, participants should be notified by the Instructor.
11. **Substitute Instructors:** If your class can be taught by a substitute instructor (so as not to disrupt the schedule), be prepared to supply the Program Coordinator with a list of approved substitutes. All substitute instructors must provide proof of national background check completion and a valid CPR/First Aid certification to Si View MPD prior to beginning instruction. **It is your responsibility to arrange for substitutes for your class.** Any compensation to substitutes is the responsibility of the contract instructor.
12. **Participant Absence:** Si View MPD does not offer makeup classes if a participant misses a class for any reason.
13. **Supplies/Materials Fees:** Any supplies needed for a class is the responsibility of the Instructor. Instructors may charge a reasonable materials fee for courses in which participants will be taking home an item from class (i.e. T-shirt, reference books, more substantial craft products, etc.) If a materials fee is required, the Instructor must provide this information in advance for it to appear in the program brochure. Instructors must inform staff of what the materials fees cover and obtain approval. Materials fees are to be paid directly to the Instructor.
14. **Facilities:** Si View MPD is responsible for providing Instructors with a clean and clear facility in which to host their programs each day. At the end of each class, it is the responsibility of the Instructor to leave the room clean. It is important to inform staff of any facility or equipment issues that come to your attention while in MPD facilities.
15. **Refunds:** Participants requesting withdrawal, or a refund should be directed to the Program Coordinator to make their request. Any refunds after the first day of class will be determined by the Program Coordinator and the Instructor on a case by case basis and at no time should instructors offer a refund to participants prior to approval.
16. **Participant Communications:** While Si View staff fields incoming program questions, instructors are expected to provide contact information and be available for more in-depth participant questions and concerns. Instructors should work with the Program Coordinator on a communications plan to students to ensure consistent messaging, and provide information on topic such as entry requirements, personal equipment needed, course assignments, appropriate attire etc. Si View MPD can assist with delivery of course specific communications to students via email.
17. **Program Responsibilities:** Contract Instructors are always expected to conduct themselves in a professional manner with the public and MPD personnel. As a Contract Instructor you are expected to:
- a. Always ensure the safety of participants.
 - b. Teach only the classes you are contracted to teach.
 - c. Teach the class as described in the brochure.
 - d. Strive to accommodate participants of all abilities and skills levels.
 - e. Carefully train and monitor any sub-contractors, assistants or helpers, as they reflect your business and the District.
 - f. Accept constructive evaluation of your program and strive to improve based on feedback from participants.

- g. Adhere to, and support, District policies and procedures.
- h. Maintain a cooperative and working relationship with the District.
- i. Leave all facilities and equipment in good condition after use.
- j. Be thoroughly prepared for, and give full attention to, participants during class time.

OPERATION PLANS

Due to the COVID-19 pandemic, an operation plan outlining procedure for safety measures is required from instructors prior to conducting programs at Si View facilities. The plan needs to outline program specific safety measures that meet or exceed the latest guidance provided by King County Public Health specific to childcare settings and/or recreation activities. The plan should address specific steps as they apply to the program for health screenings, group sizes and activities, physical distancing, sanitation, and record keeping. Program Coordinators will work with instructors to help develop plans and ensure compliance.

VIRTUAL AND HYBRID PROGRAM MODELS

As a result of the COVID-19 pandemic, virtual programs, and hybrid models that incorporate both online and in-person instruction are quickly gaining popularity. Virtual programs can be a feasible action plan for some programs during extended facility closures. However, it is important that virtual programs are made accessible to all students, and flexible refund policies are developed to accommodate students who may not have access or are not interested in a virtual course option. Instructors who wish to offer virtual classes should adhere to the following guidelines and discuss course plan with the Program Coordinator.

Registration requirements are the same virtual programs as for in-house programs utilizing Si View's registration system, even in cases where course is offered at no cost to participants. This allows verification of participants and issuing individual encrypted passwords to online content only to registered participants.

While Si View MPD does not provide a platform for instructors to use but recommends use of reputable companies such as Zoom. The use of any online video conferencing tool and/or streaming service poses inherent risks for malware, phishing, and privacy concerns and instructors should make every attempt possible to safeguard against these possibilities. Platform chosen by instructor should allow for locking the virtual program, so that only authenticated, registered participants can join live sessions. All costs associated with virtual platforms including equipment and subscription fees for services are the responsibility of the instructor.

Consider whether pre-recorded content or live sessions are an appropriate fit for the program and provide an engaging, positive experience for participants.

Live sessions and/or pre-recorded sessions considerations:

- Pros
 - Access to participant during time they may not be able to physically attend program
 - Participation through comfort of own home/limit travel
 - Limited adjustments to accommodate Covid-19 restrictions
- Cons
 - Limited one-on-one experience with participants
 - Limited equipment/supplies
 - Limited reach—not all participants have internet access and/or camera and/or microphone

Provide clear expectations to program participants. Monitor participant behavior during live sessions and consider what participation methods are appropriate (chats, open mic, video etc.). Establish a procedure for providing notice when participants wish to speak (such as raise hand feature, visual waive etc.)

Inform parent/guardian participation guidelines for programs involving minors. For example, consider whether questions or commentary by other than program participants is appropriate during live sessions,

and if not, how questions can be submitted.

Develop a policy for **Good Digital Citizenship**. In a virtual setting, it can be easy to forget that students are in a group setting. Providing clear guidelines for participants builds a safe community for all to participate where everyone has a responsibility to behave respectfully and appropriately.

Tips for leading a successful virtual program:

- Choose a recording space where you are comfortable and can move around.
- Eliminate distractions in your camera's viewing radius – try to use a solid background area free from movement such as pets, siblings, music, noise or other interferences.
- Have timeline or plan for each program date to avoid down time, and practice it before recording.
- Consider opening virtual environment 5 minutes before scheduled program time to allow for on time start.
- Confirm there are no participants left in “waiting room” before starting each program.
- Speak very loudly—sounds can be muffled or reduced on the other end!
- At the start of class quickly go over proper etiquette in the virtual environment. Examples: limit talking or mute self; only one speaker at a time; supplies accessible and ready for use
- Actively engage with participants if able. Examples: use names when speaking to an individual; wave; ask questions; check in on progress throughout class
- Have water/drink nearby—there may be quite a bit of talking
- Track time, be sure to end each session as scheduled.

Tips for program participants:

- Participate in a space where you are comfortable and can move around.
- Eliminate distractions in your camera's viewing radius – try to use a solid background area free from movement such as pets, siblings, music, noise or other interferences.
- You should be the only participant in your video – recognizing that a parent/guardian may be present outside of the viewing radius of your camera.
- Always mute your microphone unless it is your turn to talk or you would like to talk. When it is your turn to talk, please speak up and join the conversation.
- Watch the person who is talking and be respectful to who is taking.
- Please try to avoid any disruptions during your scheduled program. If you need to take a break, please communicate with the Instructor and excuse yourself.
- Wear appropriate clothing for the program.
- Refrain from cell phone use, grooming, or other inappropriate gestures.
- There is zero-tolerance for inappropriate behavior, including bullying. Any inappropriate behavior will be up to the judgement of the Instructor and will be addressed with a parent/guardian as she/he sees fit.

Technical recommendations prior to the start of your scheduled program:

- Review Technical Recommendations - System Requirements; Supported Operating Systems; Supported Tablet & Mobile Devices; Supported Browsers; Processor and RAM Requirements; High DPI Support; Bandwidth Requirements; HD Camera Suggestions; USB Speakerphone and Microphone; Other Peripherals
- Review Privacy and Security Information
- Please ensure your computer or device is charged and working properly along with your internet connection. If you have a weak internet connection in certain portions of your home, try to identify the best location in your home to participate in our program.
- Review your camera's viewing radius ahead of time and adjust prior to the start of a program.
- Review any of your computer or device settings ahead of time and adjust prior to the start of a program.
- Please note that internet speeds vary, and viewing is not always clear and accurate while using digital platforms.

- Identify a designated setting that is open and comfortable for you to participate in and please allow any room to stand up and move around.
- Be sure to change or mask any email addresses or phone numbers that may be visible.
- Please update your visible username so that it does not reflect a child participant's full name – for instance, Joe Smith should be updated to reflect Joe S.

KEY CONTACTS

Si View Metro Parks
400 SE Orchard Drive, North Bend WA 98045
PO Box 346, North Bend WA 98045
(425) 831-1900
Administrative Office hours:
Monday-Friday 9:00 am – 5:00 pm

Aaron Colby – Recreation Coordinator Youth/Adult Sports, Special Interest Programs
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