HOW TO BECOME AN INSTRUCTOR

We appreciate your interest in becoming an Independent Contract Instructor with LGS Recreation. Independent Contract Instructors allow our agency to offer a variety of programs and activities as we rely on you as the activity expert. We are looking for qualified individuals or companies to partner with in serving our community a wide range of programs. Programs may be designed for preschoolers, school age children, teens, adults, families and seniors. We are always open to new, creative and trendy ideas, so feel free to bring something new to our attention.

In order to become an instructor with LGSR, a potential instructor must do the following:

- Submit a Class Proposal Form
- LGSR will coordinate a meeting with appropriate Supervisor who oversees that activity/age group
- If classes are accepted by LGSR, you will complete an Instructor Contract and submit all supporting documents (W-9) including proper insurance and fingerprint/TB test if offering program to 18 years and younger.

The appropriate LGSR Supervisor/Coordinator will review the “New Class Proposal” and coordinate a meeting with the potential instructor to discuss the course and all details. If the Supervisor/Coordinator decides to proceed with the course, the instructor will be asked to provide specific class details including course dates, times and instructor bio etc. As a new Independent Contract Instructor you will be emailed a (annual) contract to be signed via “DocuSign”. You will be required to provide Liability Insurance with an Endorsement Letter and submit Fingerprint and negative TB test results if you are instructing participants 18 years and younger. Your Supervisor/Coordinator will provide you with more information regarding the complete process.

We look forward to meeting you. Please contact the office if you have further questions.

Los Gatos-Saratoga
Community Education & Recreation
123 E. Main Street, Los Gatos
408-354-8700
Fax 408-775-8366
www.lgsrecreation.org
NEW CLASS PROPOSAL FORM

Instructor Name: ________________________________ Home Phone: __________________

Business Name: ________________________________ Work Phone: __________________

Address: __________________________________________ City: __________ Zip: _________

E-Mail: ___________________________________________ Website: ______________________

Class Title: ________________________________________

Class Description: _______________________________________

____________________________________________________________________

____________________________________________________________________

Age Group: (check) Adults ______ Youth_____ If Youth what ages: ______________________

Minimum # of Students: __________________________ Maximum # of Students: ______________

Preferred Class Day: (circle) M T W TH F S Su Open ______

Preferred Time of Day: __________________________ Number of Weeks: __________________

Proposed length of Class: (Hours) __________________ Proposed Instructor Fee: ______________

Is a Materials Fee Required: (yes or no) ________________ How Much? ______________________

Facility Requirements: ______________________________________

Please check the session you are proposing to start:

____ Winter (Jan-March) ____ Spring (March-June) ____ Summer (June-Sept) ____ Fall (Sept-Dec)

• Please attach any additional information as needed
• Instructor is required to provide all materials & supplies (Students may have a materials cost applied)
• Instructor rates will depend on qualifications/skills and proposed class

You will be notified by the appropriate class Supervisor for a follow up meeting on your proposal

Return to:
LGS Recreation
123 E. Main Street
Los Gatos, CA 95030
Phone: 408-354-8700 Fax: 408-395-3828 Email: Info@LGSRecreation.org