



THE CITY OF HERMOSA BEACH
COMMUNITY RESOURCES DEPARTMENT
CONTRACT CLASS PROGRAM

710 PIER AVENUE, HERMOSA BEACH, CA 90254
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CONTRACT CLASS INSTRUCTOR INTEREST PACKET



***CREATING COMMUNITY THROUGH
PEOPLE, PARKS AND PROGRAMS***

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THANK YOU FOR YOUR INTEREST IN THE CITY OF HERMOSA BEACH COMMUNITY RESOURCES DEPARTMENT'S CONTRACT CLASS PROGRAM!

This packet is designed to provide a brief introduction the Contract Class Program with the City of Hermosa Beach. The Community Resources Department strives to provide a variety of recreational and enrichment opportunities for the community through the Contract Class Program. Detailed information regarding this program can be found in the Contract Class Instructor Manual.

THE "PERKS" OF BEING A CONTRACT CLASS INSTRUCTOR

Contract Class Instructors with the City of Hermosa Beach's Community Resources Department are entitled to a few "perks" that are only offered through the Contract Class Program, including:

- **Priority Room Selection**
 - Others who wish to rent space in the community center do so only after all contract classes have been scheduled. This helps to ensure that we have space available for all of our contract classes.
- **Opportunity to Offer Classes in City Parks or Beach Space**
 - Per City policy, those who are contracted through the Community Resources Department are allowed to teach and/or instruct in the parks and beach space throughout the city. The only other option to do so is through the City's Outdoor Fitness Permit Program, which is available with a monthly permit fee, restrictions on class size and weekly time limits.
- **Registration**
 - All registration is processed through the Community Resources Department, which allows the Department to generate complete rosters for all contact classes. This allows the instructors the freedom to focus on other aspects of their program.
- **Marketing/Advertising**
 - Contract classes are featured in a combination of City sources including the City's recreation brochure, the City website, mailings to residents and social media outlets.

CLASS PROPOSAL SUBMISSIONS

The brochure is produced twice per year for the following seasons:

Fall/Winter: Early September through mid-March (Class Information Sheets due early July)

Spring/Summer: Mid-March through early September (Class Information Sheets due early January)

The City accepts applications for new instructors throughout the year, however, new classes are added to the City's programming on as needed basis during the bi-annual brochure creation.

CONTRACT CLASS INSTRUCTOR INTEREST SUBMITTAL CHECKLIST

Please email all documents in the list below to Recreation Coordinator, Kambria Vint. Please note that returning classes receive priority for facilities and times and all new class proposals are approved on an as needed basis.

<input type="checkbox"/>	REVIEW THE CONTRACT CLASS PROGRAM INSTRUCTOR MANUAL
<input type="checkbox"/>	SUBMIT THE INTEREST FORM
<input type="checkbox"/>	SUBMIT RESUME



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COMMUNITY RESOURCES DEPARTMENT
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INTEREST FORM

PHONE (310) 318-0280 EMAIL hbconnect@hermosabeach.gov

PERSONAL INFORMATION

NAME: _____ **DOB:** _____

ADDRESS: _____
Street Number City Zip Code

CELL PHONE: _____ **ALT. PHONE:** _____

EMAIL: _____

COMPANY INFORMATION

Please fill out this section if applying on behalf of a company or business.

COMPANY NAME: _____

ADDRESS: _____
Street Number City Zip Code

PHONE: _____ **ALT. PHONE:** _____

WEBSITE: _____

<u>SOCIAL MEDIA:</u>	<u>PLATFORM:</u>	<u>LINK:</u>
	Facebook	_____
	Instagram	_____
	Twitter	_____
	LinkedIn	_____

CLASS INFORMATION

TYPE OF CLASS INTERESTED IN TEACHING: _____

YEARS OF EXPERIENCE: _____

HAVE YOU TAUGHT THIS CLASS BEFORE: YES NO

HAVE YOU TAUGHT THIS CLASS THROUGH OTHER CITY RECREATION PROGRAMS? YES NO

IF YES, WHICH CITIES: _____

PLEASE DESCRIBE THE TYPE OF CLASS(ES) YOU WOULD LIKE TO TEACH:

REFERENCES

Please note that we will contact at least one of your listed references.

NAME: _____	CONTACT NUMBER: _____
RELATIONSHIP: _____	
NAME: _____	CONTACT NUMBER: _____
RELATIONSHIP: _____	
NAME: _____	CONTACT NUMBER: _____
RELATIONSHIP: _____	