



## Artesia Parks & Recreation Department

Artesia Park 18750 Clarkdale Ave. Artesia, CA 90701

Phone: (562) 860-3361 Fax: (562) 860-0750

***Creating Community through People,  
Parks and Programs***

**Parks  
Make  
Life  
Better!**<sup>SM</sup>

## New Community Class Proposal Application

The City of Artesia's Parks & Recreation Department is looking for quality instructors to enhance the variety of classes and workshops offered throughout the year at various facilities. The recreation staff will work with you to make the experience of teaching in the City of Artesia enjoyable and rewarding.

**Please complete this class proposal and application and return it to:**

Artesia Park ♦ 18750 Clarkdale Ave. ♦ Artesia, CA 90701

*\*\*Once your application has been reviewed, you may be asked for an interview.\*\**

### Instructor Contact Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

If a program is offered through the Parks & Recreation Department, we may supply participants with your phone number, website, or email if they have specific questions about the class.

Please initial the appropriate box:

Do not release any of my information to participants.

Release only the following information to participants:

Home Phone

Cell Phone

Email

Website

Address

Insurance Information:

Would you prefer to:  Provide your own insurance  Purchase through Alliant Insurance

\*Insurance must be purchased at least 2 weeks prior to the start of the first class.

**Class Information**

Class Title: \_\_\_\_\_

Learning Outcomes: What will the participant learn? What are the benefits of taking this class?

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

Detailed class description (This will be used to develop a write-up for the Park Bench News and may be edited for space allotted. If you need more space, please attach a separate sheet.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Class goals and/or objectives:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you taught this class before: YES \_\_\_\_\_ or No \_\_\_\_\_

Location of Class (you may choose more than one):

*\*Final class schedules and location are subject to availability of City facilities.\**

Albert O. Little Community Center at Artesia Park (18750 Clarkdale Ave.)

North Artesia Community Center at A.J. Padelford Park (11870 169<sup>th</sup> St.)

Day(s) of the week:  M  T  W  Th  F  Sa

Class times: Begin at \_\_\_\_\_ am/pm End at \_\_\_\_\_ am/pm

Set-up time required: \_\_\_\_\_ Clean-up time required: \_\_\_\_\_

Session Length (# of weeks): \_\_\_\_\_ # of Sessions offered: \_\_\_\_\_

Season offered:  Fall/Winter (September 1—December 31)

Spring (January 1—April 30)  Summer (May 1 – August 31)

Age group(s) you are interested in teaching (you may choose more than one):

Infant (6 mo.-2 yr)  Pre-School (2-5)  Youth (6-12)  Teen (13-17)

Adult (18-60)  Senior Adult (60+)

Preferred class size (Subject to change): Minimum: \_\_\_\_\_ Maximum: \_\_\_\_\_

Suggested class fee per participant: \_\_\_\_\_ Lab/Supply fee: \_\_\_\_\_

Please list any supplies or materials students need to bring or wear to class:

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At what other locations have you, are you, and/or will you be offering this proposed class?

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Do you currently have participants interested in this program? YES \_\_\_\_\_ or NO \_\_\_\_\_

If YES, how many? \_\_\_\_\_

Are there any additional comments or information about your class that you would like to add?

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**Instructor Information**

Please describe your skills, experience, certifications, degrees, etc. that qualify you to teach this type of class. Attached resumes are welcome in addition to copies of any certifications.

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**Work Experience/References (pertaining to class)**

Please list three references that we can contact regarding your experience:

1.	Phone:	Business/Personal
2.	Phone:	Business/Personal
3.	Phone:	Business/Personal

Are you over the age of 18? **Answer by writing "Yes" or "No"** \_\_\_\_\_

Have you ever been convicted of an offense? **Answer by writing "Yes" or "No"** \_\_\_\_\_

**I hereby certify that all information provided is accurate and complete.**

**Instructor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_