CITY OF STAR
PARKS & RECREATION

INSTRUCTOR PACKET

Instructor Application

Become a Class Instructor

Do you have a talent, skill, or hobby that you'd like to share with others? The City of Star invites you to become a part of the Star Parks and Recreation Division. We are currently recruiting instructors to teach a wide variety of classes that will provide local residents with positive recreational experiences, offer opportunities to learn new skills, and encourage community involvement. These classes can be taught at your place of business, or may be offered at the City Park.

The City Parks and Recreation Division will promote all of our special classes in our quarterly magazine that is distributed to every resident and business in Star.

The City registers all class participants on a first come, first serve basis. Each instructor will determine his or her own class size and fee. The City of Star requires that instructors complete a class proposal, be able to demonstrate their craft, provide two references, social security number, and complete a background check prior to teaching classes.

If you are interested in becoming a part of this wonderful program, please submit the following completed proposals to:

City of Star
Parks & Recreation Committee
P.O. Box 130
Star, Idaho 83669

Mission Statement

We, the City of Star Parks and Recreation Committee are dedicated to providing and preserving the highest quality of parks and leisure services for as many citizens as possible with the resources available.

General Guidelines

- The City of Star supports the Americans with Disabilities Act (ADA). Advance notice from patrons may be necessary to ensure that appropriate accommodations will be provided by instructors.

- Class rosters and attendance sheets will be placed in a folder and will be kept at City Hall. We ask that you check in with City Hall prior to your class time and pick up your folder.

- If you need to communicate information regarding the program you are instructing, (class changes, roster requests, inability to teach class, or use of a substitute instructor, etc.) please discuss these items with the Program Coordinator.

- Accurate completion of attendance is very important. Please take the time at the beginning or the end of the class to check the attendance of students. Attendance sheets must be turned in to City Hall at the end of each session.

- You are contracted for your professional service to instruct for a specific amount of time. As a Contractor, you are not classified as a City of Star employee. We wish to stress that without your participation in our programs, we would not be accomplishing our main goal of providing quality leisure opportunities for the citizens of Star. Your professionalism is extremely important.

- Prior to starting classes you will need to sign and return your contract to the City Hall. All agreements will be handled at City Hall. Please let the Clerk know what Program Coordinator you are working with. Your official “agreement” (stating your amount of pay) will be in your folder during the second week of classes/ or will be available one week after single session classes. Your check for services can be mailed or picked up on the first Wednesday of the following month.

- Occasionally, a Program Coordinator will be conducting a class review. They will sit in on a class as a silent observer. This practice will help us have a better understanding of your class, help improve our appraisal skills, and provide an opportunity for us to help improve the programs.

Star Parks & Recreation
Instructor Agreement

The City of Star (Parks and Recreation) does hereby agree to pay the following:

Instructor: _____
Amount: _____
Class: _____
Dates: From - _____To - _____
Location: _____

Within the period described above, said Instructor will be responsible for performing the duties of a professional instructor and shall exercise such duties and policies of the City of Star in a professional, responsible manner.

Said Instructor must submit within seven (7) days of the completion of the scheduled sessions, the final attendance report and any other materials provided by the City of Star.

It is understood that the City of Star will provide payment for services rendered on the first Wednesday of the month upon completion of the sessions and a completed attendance report.

It is expressly understood and agreed that Instructor Services are performed as Independent Contractors in consequence whereof, the City of Star shall not be responsible to provide unemployment compensation benefits for Instructors.

It is further understood and agreed that Instructors are not employees of the City of Star for the purposes of the Federal Insurance Contributions Act, the Federal Unemployment Tax Act or for purposes of the Collection of Income Tax at Source of Wages. Instructors shall be solely responsible for all taxes which result from receipt of the payment set forth hereinabove, including but not limited to, Social Security, Self-Employment Tax and all other income taxes.

It is further understood that a class may be cancelled if minimum enrollment numbers are not met. Instructors will receive compensation only if a class meets.

_____ Date _____
Instructor Signature

_____

_____
Address, City, State, Zip

For City Use Only

Chief of Police approval signature:_____Date:_____

Parks & Recreation Coordinator Review/Approval: _____

City Approval: _____ Date: _____

STAR POLICE DEPARTMENT

John Laraway
Chief of Police

10769 W. State Street – P.O. Box 130 – Star, Idaho 83669 – (208) 286-7247

WAIVER AND AUTHORIZATION TO RELEASE INFORMATION

To Whom It May Concern:

I authorize you to furnish the Star Police Department with any and all information that you have concerning me, my work record, and my reputation. In addition, you may release arrests, detentions, field citations, field interview cards, officer's records, jail/custody booking records, traffic citations and traffic accident information, district attorney records, court records and reports, probation and parole reports and records, and any other criminal justice records, reports or information sources.

I waive my rights under Title 5, United States Code, Section 552A, Privacy Act of 1974, with the understanding that only the City of Star will use the information furnished.

I hereby release you, your organization and others from any liability of damage which may result from furnishing the information requested, including any liability pursuant to any state or local code or ordinance, or any similar laws.

I understand that I may be requested to provide arrest information and obtain documentation from other law enforcement agencies.

I further understand that failure to disclose arrests and convictions with any other agency can result in disqualification of eligibility to coach with the City of Star.

Applicant's Signature: _____ Date: _____

Date of Birth: _____ Social Security #: _____

Current address:_____

Officer's signature_____

****NOTE: A PHOTOCOPY REPRODUCTION OF THIS REQUEST SHALL BE FOR ALL INTENTS AND PURPOSES AS VALID AS THE ORIGINAL. YOU MAY RETAIN THIS FORM FOR YOUR FILES**