



## HAYWARD AREA RECREATION AND PARK DISTRICT

1099 E Street Hayward, CA 94541

510-881-6700

# Independent Contractor Summary Sheet

## Become an Independent Contractor with the Hayward Area Recreation and Park District!

The Hayward Area Recreation and Park District continually seeks out Independent Contractors to teach fun and exciting recreation programs for all ages. Independent Contractors are educated and enthusiastic instructors that help the District offer a diversity of programs in a variety of different fields.

### What's in it for you as an Independent Contractor?

- You have a wide variety of class settings including: gymnasiums, parks, theater, multi-purpose rooms, commercial kitchens, classrooms, aquatic facilities, and athletic fields
- You decide all aspects of your class offering: class schedule, class fees, type of class, class description
- Your classes will be advertised in our online recreation guide
- Help with marketing your classes through our Recreation Guide mailed to all District residents; as well as in Constant Contact and Social Media accounts
- All class registrations, both online and in person, are taken care of by District Staff
  - Your compensation is based on a 60/40 split for classes taught on District property [60 goes to the instructor and 40 to the District]

### How to Apply?

Review the [Class Proposal Form](#) and then contact the District staff responsible for the program area, by phone, to go over your questions, ideas and review the timelines and requirements. Then submit a completed [Class Proposal Form](#). Class Proposal Form can be found on our [website](#). ***Submitting a proposal does not automatically guarantee acceptance.***

### New Class Proposals Will be Evaluated on:

- If the proposed class aligns with the Hayward Area Recreation and Park Districts Mission Statement:
  - *The Mission of the Hayward Area Recreation and Park District is to enrich the quality of life for our community by providing a variety of recreation activities, parks, and facilities that promote health and wellness, learning, and fun.*
- If the Instructor is qualified to instruct the proposed class and has experience in that area of expertise

- If the District has an available facility for the proposed class
- If the class being proposed isn't a direct duplication of classes already offered
- If the proposed fees are in line with similar classes offered in the area
- If the proposed class is creative, innovative and/or meets new and emerging trends

After the Class Proposal has been reviewed and pre-approved, potential instructors will be notified via email and will be required to provide additional documentation to the District to finalize the Independent Contractor process.

### Contractor Requirements:

- **W-9:** *Provide completed and signed W-9.* Instructors will be issued a 1099-MISC for tax purposes.
- **Current Business License:** *City of Hayward or Alameda County*
- **Certificate of Insurance naming HARD as additional insured:**
  - *General Liability minimum \$1 million including secondary endorsement with District named as certificate holder and additional insured party*
- **Livescan Fingerprint Verification:** with Department of Justice – Cost covered by Instructor
- **TB Test:** If working in direct contact with minors or in classes involving preparation of food – Cost covered by Instructor
- **CPR/First Aid Certification:** *Preferred*

### Examples of possible Art classes:

- Leather Crafting
- Intro to Digital Photography
- Arts and Crafts at HARDee's Playhouse
- Sculpting (Clay or Mixed Media)
- Portrait Painting
- Nature and Photography
- Watercolor
- Oil and Acrylic
- Drawing
- Color Theory
- Floral Arranging for the Holidays
- Jewelry (Steampunk, Casting)
- Book making
- Framing Gallery Artwork
- Black and White Photography
- Mosaics

Any questions contact Recreation Supervisor, Deborah Hernandez at 510-888-0117 or [herd@haywardrec.org](mailto:herd@haywardrec.org).