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DIRECTOR OF RECREATION

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KATHY WESTON  
RECREATION SUPERVISOR

ERIN KETTLEDON  
RECREATION SUPERVISOR

SEAN FORYS  
AQUATIC & FAMILY CENTER

Dear Potential Instructor,

Thank you for your interest in teaching a program through the City of Northampton's Recreation Department. You will need to submit several program forms for proper consideration.

- City of Northampton Job Application or Current Resume
- Letters of recommendation or 3 current references
- Course Proposal Form
- CORI (Criminal Offender Registry Information)

After reading this packet, please submit all items listed above to the Recreation Department office, located on the grounds of Smith Vocational High School. The office is open Monday-Friday, 8:30a.m.- 4:30p.m.

Once received your proposal will be reviewed by members of the Recreation Staff. A member of the staff will contact you regarding your application and proposal, and will arrange a meeting with you to discuss program details (dates, times, locations, fees, etc.)

Northampton Recreation will be able to support your program in several ways. Once the program is set up and a contract has been signed we will be responsible for the following:

- Free advertising in our bi-annual program guide, which reaches over 14,000 area residents
- Registration and administrative support
- An Appropriate place in which to hold your program (usually a City Facility)
- At the conclusion of the program, mutually agreed upon payment in accordance with the contract. (Usually 70% of the net program income)

As an independent contractor for the City of Northampton, you will be required to sign our standard contract agreement. As a independent contractor, you are not an employee of the Recreation Department of City of Northampton. You will also be expected to supply any materials needed for your program.

Thanks for your interest in the Northampton Recreation Department and our commitment to better the lives of people of all ages in the Northampton area. If you have any questions, please contact the Recreation Department at 587-1040 or email us at [recreation@northamptonma.gov](mailto:recreation@northamptonma.gov).

*Shelby Michna*  
Shelby Michna, CPRP, CPO  
Assistant Director of Recreation

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90 LOCUST STREET, NORTHAMPTON, MA 01060  
413-587-1040 ~ 413-587-1044 FAX  
[www.northamptonma.gov/recreation](http://www.northamptonma.gov/recreation)

## **Northampton Recreation Department General Information for Planning Programs**

The mission of the Northampton Recreation Department is to promote the general well-being for the individual and the community by providing a wide range of high quality and wholesome recreational opportunities to meet the leisure needs and interests of citizens of all ages from Northampton and the surrounding area. We are always looking for creative programs ideas!

### **Sessions**

Generally Northampton Recreation offers programs that run eight weeks per season, of course this depends on subject matter and program goals. Programs are normally held one day per week. These are just generalizations. Public School vacations and official holidays should be taken into consideration when planning sessions.

### **Facilities**

Northampton Recreation relies on community facilities to run our programs. Most programs take place at the Aquatic & Family Center at JFK Middle School. Some instructors provide their own space for running programs.

Equipment:

### **Course Materials**

Instructors are responsible for supplying handouts, special equipment required for any program. When appropriate a materials fee can be arranged to cover these costs, which needs approval from Recreation Staff.

### **Promotion & Publicity**

Northampton Recreation produces a bi-annual program guide which is distributed to over 14, 000 Northampton Residents. Additional Brochures are placed in public facilities and businesses throughout Northampton and surrounding areas. We will also produce press releases and send them to all local media. When appropriate we will create and hand out flyers to current program participants.

### **Contracted Instruction**

Instructors work under an Independent Service Contract that details both parties responsibilities. The City of Northampton does NOT provided Liability insurance for Contracted Instructors. Payment is made once the program is completed. In most cases Independent Contracts will receive 70% of the program profit.

**Northampton Recreation Department  
Course Proposal Form**

Please fill out this form completely. This is a draft program proposal; all final details and arrangements will be worked out with Recreation Department staff. If you are proposing to run more than one program, please complete one form for each program proposed.

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Social Security Number \_\_\_\_\_  
(Needed for payment)

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**Proposal**

1. Program Title \_\_\_\_\_

2. Purpose of Program \_\_\_\_\_

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

3. Program Goals \_\_\_\_\_

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

4. Targeted Population \_\_\_\_\_

5. Minimum Number of Participants \_\_\_\_\_

6. Maximum Number of Participants \_\_\_\_\_

7. Targeted Age Group \_\_\_\_\_

8. Program Description

- a. Please write a brief course description suitable for publications created by Northampton Recreation.  
(100 words or less)

9. Number of Classes \_\_\_\_\_

10. Time Length of each session \_\_\_\_\_

11. Proposed day(s) of week \_\_\_\_\_

12. Proposed time of session \_\_\_\_\_

13. Type of space/facilities needed \_\_\_\_\_

\_\_\_\_\_

14. Equipment needed \_\_\_\_\_

\_\_\_\_\_

15. Equipment you will provide \_\_\_\_\_

\_\_\_\_\_

16. Seasons you wish to teach \_\_\_\_\_