



Recreation Division Instructor Class Procedure

The following procedure is followed in evaluating current classes and reviewing new class proposals to be taught through the City of Mill Creek Recreation Division:

New Class Procedure:

1. Instructors who are interested in teaching a new class for the City of Mill Creek Recreation Division need to complete an Instructor Proposal form and turn it into the Recreation office.
2. The Recreation staff reviews all new proposals on a quarterly basis. (This includes calling references)
3. When reviewing the potential for a new class to be offered in conjunction with the City Recreation Division the following criteria is evaluated:
 - A. Is there a class that is currently being offered at the City that is similar?
 1. If yes, is there a demand to offer a second class of this type?
 2. If yes, is the current instructor receiving positive evaluations?
 - B. Do we feel there is a market for this type of class within the City of Mill Creek?
 1. If yes, staff proceeds with contacting the new instructor and working out the details of setting up a class for the upcoming quarter.
 2. If no, the instructor is contacted and staff puts the proposal in the pending file where it will be reviewed again during the next quarter review.
 - C. Is there a facility that is available to offer the class?
 - D. Staff reviews with instructor the quarter that it would be best to offer this type of a class.

Review of Current Classes Being Offered:

Instructors who are currently teaching a class in conjunction with the City of Mill Creek Recreation Division, and meet the below criteria each quarter, have first priority over new incoming class proposals/instructors. Staff supports the time, energy and effort the current instructors put into planning and establishing a good reputation as a good and credible instructor.

1. During the planning period for the upcoming quarter the recreation staff reviews all the current classes being offered and makes the determination if the class should be offered again, expanded, or not offered again based on the following criteria:
 - A. Was the enrollment/interest adequate to offer the class again?
 1. Was the class full, did we receive a lot of calls on the class?
 2. Was there a waiting list for the class?

- If yes, staff determines if there would be enough interest to look into offering more classes of this type. The instructor that is currently teaching this type of class would be asked first if they would like to expand their class offerings before looking to a new instructor. If the current instructor does not want to expand their class offerings, then staff will review the pending file for instructors who have already submitted class proposal.
 - Staff reviews the past and current class enrollments to assist in making this determination.
- B. Staff reviews the evaluations that are completed on the instructor by the participants in the class, and determines if there needs to be a change.
1. If it is determined that a change is needed, staff first reviews the pending file for instructors who have submitted information on teaching classes of this same type. If no instructors are found, then staff makes other contacts.
- C. Is there a facility available to offer the class again?

If you have any questions regarding this procedure please contact:

Pam Olson
Recreation Supervisor
Mill Creek Parks & Recreation
Direct (425) 921-5737
Office (425) 745-1891
Fax (425) 745-9650
pam@cityofmillcreek.com

Kristen Froseth
Recreation Assistant
Mill Creek Parks & Recreation
Direct (425) 921-5779
Office (425) 745-1891
Fax (425) 745-9650
kristenf@cityofmillcreek.com