

# REMARKABLE TIP SHEETS



## SOLUTIONS FOR GOVERNMENT AGENCIES & SPECIAL DISTRICTS

These **REMARKABLE MUNICIPAL SOLUTIONS** are designed specifically for Government Agencies, Municipalities, & Special Districts so they can be amazing at creating Thriving Communities.

This topic makes for great Staff Trainings and as an Educational Session at your annual Conference. Plus, we can assist you with: *Graphic Design, Staff Mentoring, Interim Leadership, Agency Check-Ups, Board Training & Strategic Planning.*<sup>1</sup>

## RECREATION PROFESSIONAL

# CONTRACT INSTRUCTOR

### CONTRACTOR VS EMPLOYEE

You are probably a Contractor, if **YOU...**

- **...Don't receive extensive instruction.** Employees are told: (1) When, Where, How to do the work, (2) What equipment to use. Conversely, Contractors negotiate and/or propose these items. (See #1, #15)
- **...Have Financial Investment in your work.** Contractors are not reimbursed directly for their expenses. Contractors have a chance for Profit or Loss. (See #8, #4, #5)
- **...Don't receive employee type benefits.** (See #1 #5)
- **...Have a written contract.** (See #1, #5, #7, #8, #15)

<sup>1</sup> Let us handle it. We can help you Thrive!

CONTACT MARK <sup>1</sup>

928-278-8035

mark@remarkablerecreation  
solutions.com

REMARKABLE  
RECREATION SOLUTIONS



An efficacious effort for Contract Instructors impacts ALL: Program Areas, Ages, & Cultures. It can reduce General Fund Subsidies, while greatly increasing Revenue Generation. These tips are from the full Conference Session. Also available as webinar: <https://remarkablewebinars.thinkific.com/courses/contract-instructors>

### INDEPENDENT STATUS (NEGOTIATING THE DETAILS)

SOLUTION 1

Contractors must be "INDEPENDENT" (NEVER AN EMPLOYEE). Initial class ideas MUST be a Written Proposal (See #15). Then negotiate the details. Agency can ask for certain parameters, but it is up to Contractor to agree... OR NOT. The Contractor may propose a class, but it is up to Agency to agree... OR NOT. The items below are negotiated & put in the Written Contract.

### CLASS FEE <sup>1</sup> (SETTING THE PER-PERSON COSTS)

SOLUTION 2

Adjust based on: Market Value, Direct/Indirect Costs, Who Benefits (Community/Individual), & Political Realities. (See #8)

### CLASS PARTICIPANT MAXIMUM (SETTING THE HIGH END)

SOLUTION 3

Adjust based on: Capacity of the class space, & Number of students that the Instructor can still handle with quality.

### CLASS PARTICIPANT MINIMUM (SETTING THE LOW END)

SOLUTION 4

Adjust as needed. If participant count is below, class does not run & Instructor is not paid (i.e. "Loss"). Determine this status at a week out from Class Start. The Agency wants the lowest minimum possible, typically: 4-6 participants. (See #8, #10)

### INSTRUCTOR PERCENTAGE (SETTING THE PAYOUT)

SOLUTION 5

Instructors get % of Class Fee. Stated as 60%. Adjustments can be made for special situations, but Never go higher than 70%. This Payment Method enlists the Instructor into the marketing of class, as they then strive for more students. (See #8)

### TOTAL CLASS HOURS (SETTING THE DURATION)

SOLUTION 6

Adjust: #Days/Class x #Hours/Day = #ClassHours. (See #8)

### CONTRACT LENGTH (ALIGNING THE COMMITMENTS)

SOLUTION 7

Length of Signed Written Contract should match Number of months covered by Activity Guide (Typically 3-4 months).

### WORTH OF SERVICE <sup>1</sup> (CREATING CONTRACTOR VALUE)

SOLUTION 8

Agencies must ask Instructor to give a "Worth Of Service" (i.e. the "Minimum Revenue" that the Instructor wishes to receive at the end of the class) & Convert it to a Per-Hour \$\$\$. Next, adjust these four variables: Part Min, Total Class Hours, Class Fee, & Inst % to create value for Instructor. Try to set the Part Min at 2-3 students below the calculations needed to reach the Worth Of Service, thus creating Instructor Motivation to avoid a "Loss" & go find more students. When Worth Of Service is reached, the instructor is content. When Part Max is reached, the Contractor receives Amazing Value. We can help you calculate this.

### PERFORMANCE INDICATORS <sup>1</sup> (ASSESSING WHERE YOU ARE AT)

SOLUTION 9

To find out how your CI program is doing, utilize these Indicators. (1) New Class Ratio = NewClasses/ClassesOffered. (2) Cancellation Ratio = ClassesCanceled/ClassesOffered. & (3) Participant Ratio = DuplicatedParticipants/DistinctParticipants. Your answers here, will indicate your next steps. We can show you how.

### CANCELLING CLASSES (FINDING WAYS NOT TO)

SOLUTION 10

(1) Lower Part Minimums. (2) Look to combine 2 classes below min. (3) Ask instructor to do class even if below min (*To get it started*). (4) Consider paying Inst for that last missing student(s).

### NEW INSTRUCTORS (DISCOVERING HIDDEN TALENTS)

SOLUTION 11

Every interaction in life, can result in new instructor. Be Asking.

### CLASS LOCATIONS (CREATIVELY CREATING SPACES)

SOLUTION 12

Need Class Spaces? Create them. Perhaps Lease a store front.

### BUDGETARY CONSIDERATIONS <sup>1</sup> (FORCASTING THE FUTURE)

SOLUTION 13

Use Excel & "Place-Holder" Rows. We can help with this.

### CLASS PROMOTION (MARKETING THE CLASS)

SOLUTION 14

All Classes receive standard: Activity Guide, Social Media, Flyers, Etc. Also, provide Flyers for the Instructor to distribute. Assist, if needed, with writing creative Class Names & Descriptions.

### CONTRACT INSTRUCTOR HANDBOOK <sup>1</sup> (SETTING THE TONE)

SOLUTION 15

Outlines Agency Vision, Shows How things work, & Provides a "fill-in-the-blank" option for the required Written Proposal. We can help your Agency create this. *Sample Handbook available.*

**REMARKABLE RECREATION SOLUTIONS.COM**  
Get the "Recreation Professional Boot Camp" -- Designed for New Recreation Professionals