



TEACHING WITH PARADISE RECREATION AND PARK DISTRICT: A COMPLETE GUIDE

Share your skills with our
community - come teach
a recreation class!

Employee and Contracted Classes

New Facilities and Familiar Sites

State of the art Registration Software

Interested? Call:

530-872-6393

Or Visit:

paradiseprrpd.com

Paradise Recreation and Park District

6626 Skyway

Paradise CA 95969





Welcome to Teaching with Paradise Recreation: A Complete Guide!

Thank you for your interest in sharing your skills, knowledge, and passion with our community. Paradise Recreation and Park District is committed to offering innovative programs that promote physical, mental, and emotional wellness for all residents.

Our community has grown and changed, and so has PRPD. We are expanding our facilities to include new parks, event centers, and classrooms, complementing our post-fire parks and familiar buildings like the Terry Ashe Recreation Center, giving instructors more space and flexibility to bring programs to life.

As we move into the future, we are excited to introduce state-of-the-art registration software with a dedicated Instructor Portal, making it easier than ever to manage your classes, track enrollment, and access attendance reports. Our technology, combined with our expanding facilities, provides the tools and space you need to lead engaging, successful classes with PRPD.

Objectives

The Paradise Recreation and Park District, as the recreational leader of the community, is committed to providing a diverse selection of recreation activities and park facilities for all members of the district. Our Board of Directors and staff are dedicated to:

- Offering a diversity of leisure services and activities for all age groups and abilities
- Providing patrons with well-organized and wholesome recreation activities and park facilities
- Helping develop a community understanding of the value of leisure services
- Staying professionally knowledgeable and informed
- Dedicating ourselves to outstanding community service
- Keeping programs and facilities safe, clean, and environmentally pleasing
- Contributing to the physical and mental development of individuals participating in District activities

Why Teach a Course for PRPD?

PRPD is committed to supporting our instructors with the resources, technology, and facilities needed to create exceptional experiences.

In addition to our state-of-the-art Instructor Portal, which makes managing your classes, tracking attendance, and communicating with participants simple and efficient, we are expanding our facilities to include new parks, event centers, and classrooms.

These additions complement our post-fire parks and beloved buildings, such as the Terry Ashe Recreation Center, and the Paradise Community Center, giving you more flexibility and space to bring your programs to life.

We also offer a robust social media presence, custom-themed fliers, and host community engagement events, making PRPD the ideal partner to market your services and classes. Your programs can reach a wide audience through our established channels, giving your class visibility and helping you build a loyal participant base.



Frequently Asked Questions

1. How are instructors paid?

Employee instructors teaching in a PRPD facility receive 60% of the registration fee.

Contract instructors teaching at their own facility receive 70%.

2. When do instructors receive payment?

Payments are processed at the end of each class session and align with the District's pay schedule.

3. Will I be an employee or independent contractor?

Independent contractor: If you operate a business offering similar classes.

Employee: If you're sharing a special interest and meet hiring requirements.

4. Do I need my own insurance?

Contract instructors teaching at non-PRPD facilities must provide a certificate of insurance naming PRPD as additionally insured, plus worker's compensation for employees.

Employee instructors are covered under District insurance.

5. Am I guaranteed to continue teaching?

Acceptance each season is not guaranteed. Classes may be discontinued due to low enrollment, facility availability, or changes in District programming.

6. How can PRPD help me market my classes?

- **Placement in our Activity Guide**
- **A custom-themed flier**
- **Promotion through social media and email newsletters**
- **Exposure at community engagement events**

7. How do participants register?

Participants can register online, in person, or by mail, using Visa, MasterCard, Discover, cash, or checks. The Instructor Portal lets you track attendance, manage your class roster, and communicate with participants.

8. Who can I contact with questions?

Call 530-872-6393 and ask for the Recreation Supervisor in charge of Leisure Interest Classes.

Submitting a Proposal

Step 1: Check Existing Classes

Browse our current offerings in the Activity Guide or on www.paradisepspd.com to ensure your proposal is unique.



Step 2: Complete the Class Proposal Form

Include instructor info, class title & description, proposed dates/times, location, supplies, materials, fees, min/max participants.

Step 3: Submit a Class Interest List

Include at least five potential participants to demonstrate community demand.

Step 4: Upon approval from Rec Supervisors, employees will complete onboarding; contractors will complete insurance information

Proposal & Criteria

PRPD evaluates proposals based on:

1. Recreational & educational value
2. Unique offering
3. Community interest
4. Affordability
5. Financial feasibility
6. Instructor preparedness
7. Marketing & recruitment

Program Areas:

- Youth
- Adult
- Adult 50+
- Arts & Crafts
- Fitness & Health
- Cooking
- Dance
- Sports
- Camps
- Computer & Technology
- Music
- Performing Arts
- Special Interest & Enrichment



PRPD Class Proposal Form

All fields required unless noted. Keep descriptions clear, concise, and engaging.

Instructor Information

Full Name: _____ Phone (H/W/Cell): _____

Email: _____

Qualifications / Certifications to Teach Class: _____

Class Information

Class Title: _____

Target Age Group(s): _____

Class Description (100 words max):

Describe the experience and benefits. Highlight why participants will love your class. Please attach paper version to this packet or submit online.

Schedule & Location

Number of Weeks: _____ Sessions per Week: _____ Days Preferred _____

Days Unable to Conduct Class: _____

Time(s) Preferred (e.g., 7–9 PM): _____

Set-Up / Tear-Down Time Needed: _____

Location:

- PRPD Facility: ☐ Terry Ashe Recreation Center ☐ Other PRPD Facility: _____
- Contract Instructor Facility: ☐ _____

Supplies & Fees

Materials / Supplies Needed: _____

Materials Fee (if any): \$ _____

Class Fee: \$ _____

Participants

Minimum # of Participants: _____ Maximum # of Participants: _____

Class Interest List Submitted: ☐ Yes ☐ No

(Include at least 5 potential participants for new classes or classes under review.)

Instructor Signature

I certify that all information above is accurate and I have read the PRPD Instructor Handbook.

Signature: _____

Date: _____

Room Setup / Equipment Needs

Please use this space to show a diagram of how you will utilize your space.

Please use circles for round tables, x's for chairs, stick figures for participants, and get creative to help us understand how we can help get your teaching space prepared.

Class Interest/Participant Commitment Form

PRPD requires classes to show interest before considering the addition of the service to program offerings. Recreation Supervisors will contact each interested party to confirm program viability in support of instructors. Please list at least FIVE future participants

Name of Proposed Class: _____

Participant Name(printed): _____

Participant phone(text ok? y/n): _____ - _____ - _____

Participant Name(printed): _____

Participant phone(text ok? y/n): _____ - _____ - _____

Participant Name(printed): _____

Participant phone(text ok? y/n): _____ - _____ - _____

Participant Name(printed): _____

Participant phone(text ok? y/n): _____ - _____ - _____

Participant Name(printed): _____

Participant phone(text ok? y/n): _____ - _____ - _____

Participant Name(printed): _____

Participant phone(text ok? y/n): _____ - _____ - _____

Participant Name(printed): _____

Participant phone(text ok? y/n): _____ - _____ - _____

Activity Guide Seasons

Fall/Winter: September 1 – February 28

Proposals due July 1 for consideration

Spring/Summer: March 1 – August 31

Proposals due January 1 for consideration

PRPD publishes two Activity Guides each year—Spring/Summer and Fall/Winter—delivered to more than 17,000 households and promoted through our robust social media and community engagement channels. Launching new classes with each season ensures your program gets the spotlight alongside fresh offerings and seasonal activities, maximizing visibility and enrollment.

Between seasons, your class continues to benefit from PRPD's ongoing marketing support, including targeted social media posts, flyers, and community event promotion. This seasonal rhythm helps instructors build anticipation, maintain momentum, and grow a loyal participant base year-round

Notes