

# INTERESTED in being a City of Bellevue CONTRACTED RECREATION INSTRUCTOR?

the arts • dance • outdoor education • cards and games • computer skills • health and fitness • sports  
martial arts • wellness • animal education / lessons • social skill development • lifelong learning skills  
massage therapists • reflexologists • dietitians • personal trainers



## QUALIFICATIONS

### Step 1

#### Fill out the Regional Shared Roster application

The application is available on the City of Bellevue website at [www.bellevuewa.gov](http://www.bellevuewa.gov) under “Apply”, “Regional Shared Roster”, “Application.”

After creating a login, choose the General Services Roster and Recreation Services Category and Recreation Services. A Statement of Qualifications will need to be submitted (see Step 2).

**Note:** placement on the Regional Shared Roster does not guarantee work with the City. This roster provides a list from which staff can locate potential instructors. You may choose to register with any of the eleven Regional Shared Roster member cities.

### Step 2

#### Submit a Statement of Qualifications

Your completed Statement of Qualifications will be electronically linked to your on-line application.

You may submit your Statement of Qualification:

- On-Line: [www.bellevuewa.gov](http://www.bellevuewa.gov) or
- Mail to:
  - Bellevue Parks & Community Services
  - City of Bellevue
  - PO Box 90012
  - Bellevue, WA 98009-9012

The Statement of Qualifications will need to include the following:

- **General Information** including name, contact information and number of years experience
- **Course-Specific Information** including proposed course title(s), brief description of course and suggested course fees
- **Qualifications** describing your capabilities and expertise in providing recreation services
- **References** including contact names and phone numbers and a list of other locations where you have provided similar services.

## Step 3

### Meet with the Program Coordinator

Contact a program coordinator (see list on back). If you're looking to instruct at more than one location within the Bellevue city limits, this meeting may include multiple staff. If, after this review, your proposed course or service is accepted, a contract from the city will be offered to you. If you are interested in contracting with other member cities, they must be contacted separately.

## CONTRACTS

### Setting up a contract

The City of Bellevue uses a standard contract for instructors and will provide the contract form. Attached to this contract is a Scope of Work which includes:

- **The Services**
  - ♦ General Description of the course or service you are providing
  - ♦ Term of Contract which states the contract beginning and ending date
  - ♦ Deliverable Items which states the City's expectations of the services to be provided
- **Compensation**
  - ♦ Amount and Basis defines the payment process for services performed and for reimbursable expenses
  - ♦ Negotiable with program coordinator
- **Support documents**
  - ♦ Background Check
  - ♦ Combined City of Bellevue and Washington State Business License
  - ♦ Certificate of Insurance, with coverage as determined by the City of Bellevue, Risk Management Office.

The City of Bellevue contracts with qualified instructors for recreation and educational programs. A contract is a written legal form of an agreement between the City and an instructor.

## INSTRUCTOR REQUIREMENTS

The deliverable items may include items such as:

- Set-up and clean-up of classroom
- Monitoring attendance
- Submittal of invoices on a defined schedule
- Marketing
- Completing program evaluations

Aquatics	425-452-4444
Crossroads Community Center	425-452-4874
Kelsey Creek Farm	425-452-7688
Highland Community Center	425-452-7686
Family, Youth & Teens	425-452-2846
North Bellevue Community Center	425-452-7681
Northwest Arts Center	425-452-6046
South Bellevue Community Center	425-452-4240
Youth Sports	425-452-4882
Parks Administration	425-452-6885

## CITY RESPONSIBILITIES

- Marketing in City of Bellevue publications
- Registration services
- Documentation to complete invoices
- Program space
- Payment for services rendered



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Parks & Community Services  
PO Box 90012  
Bellevue, WA  
98009-9012  
[www.bellevuewa.gov](http://www.bellevuewa.gov)



This information will be provided in alternate formats for individuals with disabilities upon request. We invite everyone's participation. Please provide two weeks advance notice for accommodation requests. Assistance for the Deaf and Hard of Hearing can be provided through the 711 Telecommunications Relay Service.