

## Teach a Class!

### Welcome to the Recreation Program

### Development Information Page!

Lake Oswego Parks and Recreation Department offers a wide variety of recreation classes and activities year round. There are six Recreation Department Divisions: Golf, Tennis, 50+ Recreation, Sports and Fitness, Special Events, and Cultural. Many of the classes and workshops currently offered through the Divisions exist because an enthusiast has the desire to teach a program. If you have an idea for a program or are interested in presenting a program, the following information is provided for your assistance.

**As an instructor/presenter, are you a City employee or contractor?**

| <b>Hourly City Employee</b>   | <b>Contracted Service Provider</b>   |
|---|--|
| <p>Requirements:</p> <ol style="list-style-type: none"><li>1. Eligible to work in the United States and provide identification</li><li>2. Pass a Criminal Background Check</li><li>3. Hourly wage is negotiable according to experience, knowledge, background regarding the subject, and the current market rate/demand</li><li>4. Employment is classified as on-call/less than 20 hrs weekly with ongoing employment not to include employment benefits</li><li>5. Employee must enroll in paperless payment - Wells Fargo paycard or direct deposit</li></ol> | <p>Requirements:</p> <ol style="list-style-type: none"><li>1. Pass a Criminal Background Check</li><li>2. A sole proprietor using a d/b/a, or a business/corporate entity; a current business license status with the State of Oregon Corporation Division is required.</li><li>3. The City requires proof of insurance in the form of a Certificate of Insurance Endorsement naming the City as an additionally insured. The insurance requirement of \$1.5M per occurrence and \$3M in aggregate.</li></ol> <p>Payment is done on a per participant basis.</p> <p>For more information please call Kelliagh Bradley 503-635-0282 or email <a href="mailto:kbradley@ci.oswego.or.us">kbradley@ci.oswego.or.us</a></p> |

To submit a Recreation Program Development Form, please fill out [this form](#).

All Specialized, Cultural, & Fitness Classes and Camps: Kelliagh Bradley at (503) 635-0282 or [kbradley@ci.oswego.or.us](mailto:kbradley@ci.oswego.or.us)

All Sports Classes and Camps: Carol Hartley at (503) 675-2547 or [chartley@ci.oswego.or.us](mailto:chartley@ci.oswego.or.us)

#### Web Links

[Submit a Program Development Form](#)[View the Current Catalog](#)

## **Teach a Class!**

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