

# Teach a Class or an Activity!

## Welcome to the Recreation Program

### Proposal Page!

Lake Oswego Parks and Recreation Department offers a wide variety of recreation classes and activities year round. There are six Recreation Department Divisions: Adult & Youth Cultural, Fitness and Outdoor Recreation, Sports & Tennis, Special Events and Luscher Farm with Organic Education, and Golf. 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 an activity, 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 and Endorsement page naming the City as an additionally insured. The insurance requirement of \$2M per occurrence and \$3M in aggregate.</li></ol> <p>Payment is done on a per participant basis.</p> <p>For more information please call Dina Balogh 503-534-5420 or email <a href="mailto:dbalogh@ci.oswego.or.us">dbalogh@ci.oswego.or.us</a></p>

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

**All Youth & Adult Cultural, Fitness and/or Outdoor Classes and Camps:**

Kelliegh Brown at (503) 635-0282 [kbrown@ci.oswego.or.us](mailto:kbrown@ci.oswego.or.us)

**All Sports & Tennis Classes and Camps:**

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

**All Organic Education/Gardening Classes and Camps:**

Kathy Schilling at (503) 675-3983 or [kschilling@ci.oswego.or.us](mailto:kschilling@ci.oswego.or.us)

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### Web Links

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

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