



# Peninsula Metropolitan Park District

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[www.PenMetParks.org](http://www.PenMetParks.org)

## Request for Qualifications Independent Contractor – Youth Art Programs

**Proposal Name:** Youth Art Programs

**Contact Person:** Brycen Toney – Community Recreation Coordinator

**Creation/Revision Date:** 1/18/2021

### **Submission Information:**

Completed Contracted Recreation Program Proposal Forms can be submitted to [Recreation@penmetparks.org](mailto:Recreation@penmetparks.org). Independent Contractor Program Proposal Forms can be located online at <https://penmetparks.org/become-an-instructor/>

### **About PenMet Parks:**

The mission of the Peninsula Metropolitan Park District (PenMet Parks) is to enhance the quality of life by providing parks and recreation opportunities for our community. One way that PenMet Parks accomplishes this mission is by partnering with independent contractors to provide additional recreational classes and programs to the greater Gig Harbor community. We offer many recreation programs including:

- Adaptive Recreation (for individuals with disabilities)
- Youth and Adult Sports
- Fitness Classes
- Youth Camps and Programs
- Arts and Dance Programs
- Special Events

### **Scope of Services:**

PenMet Parks is looking for an independent contractor to provide youth art camps and classes that meet the following criteria:

- Art Camps during the summer season (June 27th-August 26th) on mutually agreed upon weeks with a focus on children ages 4-12 old.
- Youth Art Classes/Workshops during the fall, winter, and spring seasons on mutually agreed upon days/times with a focus on children ages 4-12 old.
- Desired art mediums include, but are not limited to drawing, painting, sculpting, sewing, crafts, etc.

### **Desired Qualifications:**

- Must have related experience and/or formal education in visual arts
- Experience working with children ages of all ages preferred
- Must have excellent customer service and communications skills

- Must have an active First Aid/CPR/AED Certification or ability to obtain certification prior to start date.

#### **Essential Responsibilities of the Contractor:**

1. Provides staffing and instruction to operate a high-quality program.
2. Provides all program materials & supplies.
3. Provides detailed program information to PenMet Parks for marketing and registration purposes.
4. Actively works with the Recreation Coordinator on program scheduling, marketing, and program evaluation in order to provide a high-quality customer experience.
5. Adheres to processes and procedures outlined in the PenMet Parks Independent Contractor Handbook.

#### **Essential Responsibilities of PenMet Parks:**

1. Provides space for program at an available PenMet Parks facility.
2. Provides customer service including answering customer questions, providing program welcome emails, resolving customer requests, communicating program updates, and collecting customer feedback.
3. Provides program registration online, in-person, and over the phone. PenMet Parks uses an online registration software called ActiveNet and absorbs the expense of all associated taxes, registration software fees, and credit card fees.
4. For camps and extended care programs, PenMet Parks provides comprehensive emergency management software through ePACT.
5. Provides marketing in a quarterly Parks and Recreation guide, on the PenMet Parks website, and through limited social media posts.

#### **Supplemental Information:**

- A. **Proposal Process and Information:** Proposals are evaluated based on alignment with PenMet Parks mission & values, current needs of the community, and availability of facility space. PenMet Parks reserves the right to reject any and all proposals in the submittal and evaluation process.
- B. **PAYMENT:** Payment for PenMet Parks contracted services are based on a standard 70/30 percentage split of the program registration fees. The independent contractor receives 70% of the gross revenue collected through program registration fees and PenMet Parks receives 30%. All independent contractors are paid for in the form of a check within 30 days of receiving the finalized invoice. Invoices are able to be submitted on the last day of the program.
- C. **BACKGROUND CHECK:** The contract award shall be contingent upon PenMet Parks receipt of an acceptable background check report for any staff or volunteers that will assist in providing the outlined services.

- D. **EQUAL OPPORTUNITY EMPLOYMENT:** The successful respondent must comply with PenMet Parks equal opportunity requirements. PenMet Parks is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, or disability.
- E. **INSURANCE REQUIREMENTS:** Contractor shall maintain a comprehensive general liability and automobile liability policy as outlined in the *Recreation Services Contract*.
- F. **COMPLIANCE WITH LAWS AND REGULATIONS:** Contractor shall comply with all applicable federal, state, and local laws, statutes, and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of participant/employee health and safety, public records, fees, and taxes.