



Prospective Instructor Information

Teaching With Us

Thank you for your interest in teaching at Poulsbo Parks & Recreation! We are always looking for talented and passionate individuals to share their skills with our community.

Before submitting a course proposal, please carefully review the information below. Teaching at Parks & Recreation includes specific requirements and timelines, and this information is provided up front so you can determine whether this opportunity is the right fit for you.

If you have questions at any point, please call us at 360-779-9898

How Classes Are Advertised

Poulsbo Parks & Recreation publishes four brochures per year, which are the primary way classes are marketed to the community. Course information must be submitted by the deadlines below to be considered for inclusion:

- Winter (January–March): Submit by October
- Spring/Summer (April–August): Submit by January
- Summer Focus (June–August): Submit by April
- Fall (September–December): Submit by July

Late submissions may be considered for online-only promotion or future brochures.

Ways to Teach at Poulsbo Parks & Recreation

Instructors may teach at Parks & Recreation in one of three ways. Please review each option carefully.

1. **Volunteer**

- Requires a completed volunteer application
- Background check required

2. **Employee**

- Instructor is hired as a Casual Labor city employee
- Paid an hourly wage, issued bi-monthly, based on scheduled class time

City of Poulsbo Parks & Recreation (360) 779-9898

Mailing: 200 NE Moe St, Poulsbo, WA 98340 | Physical: 19540 Front St NE, Poulsbo, WA 98370

Requires:

- Background check
 - I-9 form
 - employee packet
- Please note: the employment setup process may take up to 3 weeks. This timeline should be considered when planning class start dates.

3. Contractor

This option is primarily for instructors who own a business or teach on behalf of a business.

- Most contractors are paid on a 70/30 revenue split
- Contractors must provide the following before classes begin:
 - A certificate of insurance (COI) with the City of Poulsbo. Insurance levels at \$1 million each occurrence and \$2 million general aggregate.
 - CG 2026 form from insurance provider.
 - Proof of background checks on all company employees.
 - Registration with the Dept of Revenue.
 - A City of Poulsbo business license.

Example of a Class Listing in the Brochure

UNDERWATER BASKET WEAVING AGES 1-99 1 CLASS
Instructor Name. Learn to make beautiful baskets under water in Liberty Bay. No experience necessary. Material fee paid to the instructor at the first class. Poulsbo Waterfront Park.

Sun Aug 2 10am-11am \$45