

Dear Potential Instructor,

The City of Pearland Parks and Recreation Department would like to thank you for your interest in becoming an instructor for our department. Joining our team means being a part of a group that has clear vision, mission and goals used to direct our everyday work. We want to make sure that all our staff, including contract instructors like yourself, know and understand what we, as a department, are striving to achieve. Included in this packet are the Vision, Mission, and Core Principles, as well as the Strategic Goals, for our Department. It is important that everyone who works for the department supports these goals through their actions.

In order to apply to be a contracted instructor on our team you will need to:

1. Complete the Contract Employment Application
2. Complete the Program Idea Form
 - Include the timeline and format of the class
 - Include a short description of the class
 - Include room/space/equipment needs
 - Include how this class/offering aligns with our department Vision, Mission and Core Principles and/or how it would assist in achieving our goals
3. Return completed forms to the Parks & Recreation Department ATTN:
Recreation Center Manager
 - By mail: 3519 Liberty Drive Pearland, TX 77581
 - In person: 2947 Broadway Pearland, TX 77581

Upon receipt of the completed information listed above, staff will evaluate whether your program idea aligns with our department's vision, mission, and goals, and if we can accommodate the space/equipment needs, as well as the timeline/format, you have submitted. After the evaluation, you will be contacted by a staff member. If it is determined that your program will be included in our brochure, you will receive an instructor packet including a contract and other paperwork that will be required for you to complete. If your program involves children, you will be required to pass a background check. Additionally, as a new instructor, you may also be required to attend an instructor orientation at the beginning of your first session.

For your convenience, www.pearlandparks.com, has a listing of the job descriptions for our most commonly needed instructors. However, we also look forward to hearing how your new program ideas could be an opportunity for us to work together to achieve our goals. If you have any questions about the application process, please contact me at 281-652-1673 or jdiaz@ci.pearland.tx.us.

Sincerely,

Julie Diaz
Recreation Center Manager, Pearland Parks and Recreation