

EXHIBIT 1

SCOPE OF SERVICES

Contractor shall provide recreational/instructional services, the subject and details of which are as follows: **Russell Life Skills and Reading Foundation, Inc.**

- Contractor shall conduct a term of classes in such location(s) and days/times to be mutually agreed upon by the parties. At this point in time the agreed upon location is **Pompano Beach Highlands Community Center, McNair Center, Emma Lou Olson Civic Center and the Mitchell Moore Center,**
- Contractor represents that he or she, or any persons assisting Contractor in the performance of service herein, has the knowledge and skills, either by training, experience, education, or a combination thereof, to adequately and competently perform the duties, obligations, and services set forth in the Scope of Services and to provide and perform such services to City's satisfaction. Contractor shall perform its duties, obligations, and services under this Agreement in a skillful and respectable manner.
- Contractor shall be solely responsible, at his or her own expense, for obtaining needed supplies, unless the City's Parks, Recreation and Cultural Arts Department is in agreement to provide.
- Contractor shall be solely responsible for securing the services of and compensating any assistants or such other personnel as may be required to adequately and safely perform the recreational/instructional services as herein provided.
- Contractor shall conduct the recreational/instructional classes in a careful and responsible manner with due regard for the safety of the participants and others.
- If Contractor will be providing recreational/instructional services directly to minor children without parental supervision, Contractor shall, prior to commencing services under this Agreement, comply with City's Youth Programs Background Screening Policy.

SCOPE OF SERVICES FOR CITY

1. The City shall be responsible for the maintenance of the facilities to be utilized by the Contractor in order to ensure that the facilities can accommodate the activities of the Contractor. This paragraph and requirement is in no way intended to require the City to conduct garbage clean up resulting from activities of the Contractor. Should the program expand beyond the capacity of the facility, the Contractor will find a safe and adequate area to conduct activities to be determined by the City and its resources for facility use.
2. The City shall determine whether expansion of the activities can be permitted.
3. All fees assessed to residents and non-residents must be reviewed by the Recreation Programs Administrator or designee.
4. The City will provide three rooms to conduct activity provided by Contractor during the hours of 4:00 p.m. – 6:00 p.m. on Tuesday, Wednesday and Thursday following the Broward County Schools Calendar. Room will not be available during City Holidays. In the event the City needs to use the room for Summer Camp during the months of June, July, and August the facility will not be available for the Contractor.
5. The City will provide storage cabinets for the Contractor to utilize for all storage needs.
6. The Contractor will make sure the room is picked up, tables and chairs placed appropriately and all items stored in cabinets provided by the City.
7. The City will provide transportation to cultural activities sponsored by the Contractor.
8. The City will provide staffing to assist with supervision, behavior issues and to assist the Contractor as needed.