



## **Provider Services Agreement July 01, 2021**

Volunteer Park Trust (VPT) contracts with Jeff Rinedahl (the Provider) to serve as Administrative Services Manager to provide Volunteer Park Trust with the following projects and services

### **I. VPT Operations**

#### **A. Administration & Development as determined by the Vice-Chair**

- 1) Project management for four events: GiveBIG, Spring Reception, the Fall Campaign, and Giving Tuesday.
- 2) Grant research, writing and management for non-DON and non-Amphitheater grants.
- 3) Management of email communications through [info@volunteerparktrust.org](mailto:info@volunteerparktrust.org).
- 4) Support for data management for donors and prospects as needed to assist the data manager.
- 5) Other duties as needed for administrative support and to support the Landscape Committee.

#### **B. Capital Projects Committee as determined by the Capital Projects Committee Chair and the Amphitheater Task Force Chair**

- 1) Administrative project support and project oversight
- 2) Grant writing and management for Amphitheater-related grants.
- 3) Other duties as determined by the Capital Projects Committee Chair or the Amphitheater Task Force Chair

#### **C. Communications & Marketing as determined by the Marketing Committee Chair**

- 1) Execute marketing strategy (including for events) through monthly website and calendar updates, Mailchimp newsletters, Facebook and Twitter.
- 2) Other projects as determined by the Marketing Committee Chair.

#### **D. Events Committee as determined by the Co-Chairs of the Events Committee**

- 1) Management of event sponsorship agreement requirements.

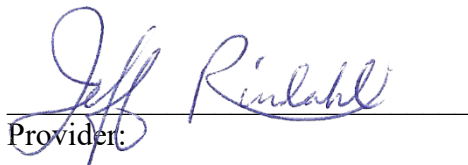
- 2) Online volunteer recruitment for events as needed.
- 3) Management of raffle ticket and volunteer hours data.
- 4) Management of event images.

The Provider will direct the work done in each of these areas. He is expected to work no more than 1300 hours during the calendar year and will allocate the hours at his discretion while still ensuring that the assigned work is done and projects are completed on schedule. The Provider will submit a time sheet each month detailing his work activities. The Seattle Parks Foundation, the fiscal agent of VPT, will pay the Provider upon the receipt of the approved time sheet/invoice.

This contract is subject to the following conditions and stipulations:

1. VPT will compensate the Provider at the rate of \$40 per hour spent on the above tasks and/or meeting with VPT committee members or other providers. The annual budget for these services is \$52,000.
2. VPT will compensate the Provider at the IRS standard mileage rate for 2021 of \$0.56 per mile for travel to and from required meetings, events, errands or other tasks.
3. VPT may terminate this Agreement at any time for any reason, provided that it agrees to compensate the Provider for all services performed and products accepted up to the date of termination.
4. The Provider may terminate this Agreement at any time for any reason, provided that he gives 14 days advance written notice of the date of the termination of his services.
5. As an independent contractor, the Provider is liable for all taxes due as a result of compensation received under this Agreement.

Agreed this 1st day of July, 2021 by:



Provider:

Jeff Rinedahl dba InVerse Studio  
PO Box 39452  
Lakewood, WA 98496  
SS or EIN: 91-2023929



VPT:

Jennifer Ott  
Chair, Steering Committee