



MEMO

Department

To: Finance and Personnel Committee
From: Recreation & Community Enrichment Director Vosters and HR Director Hodge
Date: 8/18/2025
Re: Recreation Department Seasonal Titles and Wages

Background information:

The Recreation Department has historically used separate titles and separate pay rates for numerous seasonal positions. Examples are separate job titles and different pay rates between sports instructors.

A review of the sports, fitness, and dance titles and pay rates identified several areas where the titles and rates were no longer in alignment with our programs or competitively paid.

Job Titles will be consolidated from individual programs into consolidated titles for similar programs but will be differentiated based on scope, size, or certification.

Sports titles will go from individual program titles which used a mix of Coordinator or Instructor to:

- Sports Coordinator – leads a program with the support of Sports Assistants due to size of program and number of participants.
- Sports Instructor – leads a class individually without other employee support due to limited program and number of participants.
- Sports Assistant – supports a Coordinator in giving additional guidance and assists with set up and take down for large programs with high numbers of participants.

Fitness titles will go from individual program titles to:

- Certified Fitness Instructor – holds national certification for fitness instruction or specialty.
- Fitness Instructor – non-certified instructor.

Dance Instructor titles will go from being based on number of years of teaching with the City to a single title:

- Dance Instructor – leads a class individually.

The individual program titles or levels by year were all receiving various pay rates and, in some cases, had fallen behind being competitive and in other areas were outpacing the market pay. To allow for more consistency it is proposed to consolidate and adjust the pay rates to the following:

- Sports Coordinator \$23.00/hour
- Sports Instructor \$20.00/hour
- Sports Assistant \$15.50/hour
- Certified Fitness Instructor \$23.00/hour
- Fitness Instructor \$18.00/hour
- Dance Instructor \$20.00/hour

See the attached chart of former titles/rates and proposed consolidated titles/rates.

Budget:

The budget impact for the remainder of 2025 is estimated to be no more than \$1,500.00.

There are a few current Instructors who are returning and who are currently paid at a higher rate than what is proposed. For those returning, it is proposed to freeze the wages of those individuals to not cause a reduction or risk to the program continuity.

- Dance Instructors
- Gymnastics Supervisor
- Yoga Instructor (currently under the Dance title)

Staff Recommended Action:

Staff are looking for approval on the following items:

1. Consolidation of all proposed job titles
 - a. Sports Coordinator
 - b. Sports Instructor
 - c. Sports Assistant
 - d. Dance Instructor
 - e. Fitness Instructor
 - f. Certified Fitness Instructor
2. Proposed Seasonal Pay rates per position



Present Title	2025 Rate		Proposed Title	Proposed Rate
ARCHERY/RIFLERY INSTRUCTOR	\$22.65		Sports Coordinator	\$23.00
DRIBBLERS CLUB COORDINATOR	\$22.65			
FLAG FOOTBALL COORDINATOR (Supervisor)	\$22.90			
FLAG FOOTBALL INSTRUCTOR	\$13.92		Sports Instructor	\$20.00
GOLF INSTRUCTOR	\$26.15			
GYMNASTICS - SPRING / SUMMER / FALL (Instructor)	\$16.00			
GYMNASTICS - SPRING/FALL (Supervisor)	\$29.83		Sports Assistant	\$15.50
VOLLEYBALL INSTRUCTOR	\$22.65			
YOUTH SPORT ASSISTANT	\$15.46			
STRONG BONES INSTRUCTOR	\$16.86		Certified Fitness Instructor	\$23.00
			Fitness Instructor	\$18.00
DANCE INSTRUCTORS - 1 YEAR	\$26.14		Dance Instructor*	\$20.00
DANCE INSTRUCTORS - 2 YEAR	\$27.73			
DANCE INSTRUCTORS - 3 YEAR	\$29.32			

