

Memo

Carmichael



RECREATION AND
PARK DISTRICT

To: Advisory Board of Directors

From: Stacey Yankee, District Administrator
Matt Lemcke, Administrative Services Manager

Date: March 19, 2026

Subject: Part-Time Salary Schedule Update.

Introduction/Background:

Annually the Salary Schedules are reviewed and updated as needed. In November of 2025 the Advisory Board approved the current Part-Time Salary Schedule to include a \$.50 minimum wage driven increase. This current change addresses some clarifications:

- 1) Separating the Van Driver position out, so that it can be clearly identified when hiring.
- 2) Renaming "Recreation Coordinator" to "Program Director" to better align with other Districts, as well as delineate the position as different from the Full-Time Recreation Coordinator position.
- 3) Identifying Hourly Instructor roles, and updating the pay rates to better reflect the range for potential new programming.

Recommendation:

Staff proposes that the Carmichael Recreation and Park District Advisory Board of Directors approves the updated Part-Time Salary Schedule.

Carmichael Recreation and Park District
PART TIME SALARY SCHEDULE 2026

(MANDATORY MIN WAGE: \$16.90/HR, EFF 1/1/2026)

| <i>RECREATION POSITIONS</i> | STEP I | STEP II | STEP III | STEP IV | STEP V |
|-----------------------------|---------|---------|----------|---------|---------|
| Recreation Leader | \$17.00 | \$17.50 | \$18.00 | \$18.50 | \$19.00 |
| Recreation Specialist | \$18.00 | \$18.50 | \$19.00 | \$19.50 | \$20.00 |
| Program Director | \$20.00 | \$20.98 | \$22.00 | \$23.08 | \$24.21 |
| Van Driver | \$20.00 | \$20.98 | \$22.00 | \$23.08 | \$24.21 |
| Building Monitor | \$18.00 | \$18.50 | \$19.00 | \$19.50 | \$20.00 |

| <i>ADMINISTRATIVE POSITIONS</i> | STEP I | STEP II | STEP III | STEP IV | STEP V |
|-------------------------------------|---------|---------|----------|---------|---------|
| Administrative Services Clerk (RPT) | \$23.50 | \$24.64 | \$25.86 | \$27.13 | \$28.46 |
| Office Assistant | \$17.00 | \$17.50 | \$18.00 | \$18.50 | \$19.00 |

| <i>MAINTENANCE POSITION</i> | STEP I | STEP II | STEP III | STEP IV | STEP V |
|--|---------|---------|----------|---------|---------|
| Regular Part-Time & P-T Maintenance Worker | \$18.50 | \$19.00 | \$19.50 | \$20.00 | \$20.50 |

| <i>PROGRAM POSITIONS</i> | |
|--------------------------|----------------------------------|
| Coaches & Referees | \$18.00 - \$26.00 |
| Hourly Instructors | \$20.00 - \$50.00 |
| Stipend Instructors | 60% - 70% of net program revenue |

