

**PARKS AND RECREATION
DECEMBER 2022**

DIRECTOR'S REPORT

Festivals/Events

Mullet-met with Jacksonville Onslow Sports Commission (JOSC) to re-establish the Mullet 5K. JOSC would like to host a 5K around the Mullet Festival and add it to their race series for 2023. This a great opportunity for partnership and add to the current event offerings.

Sponsorship

- Finalized revision of the 2023 sponsorship packet.
- Sent 2023 packet to all previous sponsors.
- Secured presenting sponsor for 2023.

Flotilla

- Met with Town Manager to discuss Flotilla event.
- Considering keeping tree lighting during the Flotilla.
- Closed out Flotilla invoices.

Comprehensive Master Plan Update

- Awaiting revisions to be sent form the first three chapters.
- Town Manager and I reviewing the final two chapters and recommendations.

ARP Funding Projects

- Rope Climber- Collected vendor forms, submitted PO and ordered climber
- Cameras-Selected Computer Warriors for the project, camera's order, and reviewed supplies/work that need to be completed prior to installation.
- UTV-submitted vendor forms, PO to be able to place order.
- Parks Maintenance Truck-Since I was only able to receive one quote from a I reached out to our festival sponsor, Team Chevrolet of Swansboro to see what options we may have. Discovered that the Town can qualify for Fleet Discount. Gather application, working with Finance to complete.
- Splashpad Improvement- begin drafting RFQ to submit for bids.

Miscellaneous

- Arranged meeting with Onslow County Tourism to discuss and develop new marketing strategies for the 2023 festivals. Will meet after the first of the year.
- Met with Front Row Communications to review marketing plan for the upcoming year.
- Continue to work with staff transition into new timesheet platform.
- Began researching and pricing new furniture for Recreation Center.
- Coordinated with Public Works to inventory current trash cans for the parks and assess how many needed to be replaced.
- Received report from Larion on Riverwalk Park and referrals to conduct work on the boardwalk. Contacted three companies for quotes on the project. Awaiting quotes.
- Began researching and pricing dog park features. Met with a local dog trainer for ideas and it was suggested that the department create another fenced in area (within current area) for smaller dogs. Having staff to contact other recreation departments and what they have in their parks and if have a separate area for smaller dogs.
- Met with Police Lieutenant Brim on Emergency Call Boxes for Municipal Park. Lt. Brim completed a project like this for the Camp Lejeune Naval Hospital. He has agreed to assist me with this project.
- Manage on going reservations with Onslow County Senior Services, Sylvan Learning Center, and several homeowners' association groups.
- Serve on the Onslow County Senior Games Committee, meetings held once a month.
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- Facilitated Holiday Wreath Class.
- Conducted interviews for vacant staff positions.
- Continue to manage Church Street Dock- monitor docks daily, on-call on weekends to take reservations and handle docking issues that arise.
- Continue to work at the Visitors Center twice a month.
- Attend weekly Zoom meetings with NCRPA (North Carolina Recreation and Park Association) Director's call.
- Serve on the Jacksonville Onslow Sports Commission board as a liaison. Attend quarterly meetings, update the board on the department's programs, events, and festivals.
- Continue to manage and monitor budget and funds.
- Attend Board of Commissioner meetings.
- Conduct Parks Advisory Board meetings.

Metrics-Social Media

Media Outlet	Followers	Page Reach	Post Engagement	New Followers
Facebook	14,206	24,224	811	57
Instagram	595	173		14

Activity Report

Organization Activity

From 12/5/2022 to 1/4/2023

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	165	28	11	0	99
Resident	30	2	3	0	9
Non-Resident	135	26	8	0	90
No Residency Set	0	0	0	0	0
Demographics					
< 18	59	2	0	0	22
18 - 65	66	21	9	0	58
65+	40	5	2	0	19
Male	67	16	5	0	46
Female	98	12	6	0	53
Other Genders	0	0	0	0	0
Online vs In-House					
Online	71	0	0	N/A	61
In-Person	94	28	11	N/A	38

Revenue

Slip Fee - Town Dock	\$2446.50
Rental Fees-Parks	\$155
Rentals Rooms	\$1305
Dog Park Registrations	\$105
Rec Program Fees	\$3420.47
Gym Memberships	\$205
Vendor Fees	\$125
Festival Sponsorships	\$5500
Program/Event Sponsorships	\$1000
Donations	\$33

RECREATION PROGRAM SUPERVISOR

Routine monthly job responsibilities:

- Processed Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department
- Dock Slip reservations/Pump Outs
- Compiled daily deposits
- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram, JD News
- Created all programs/events in RecDesk software for registration
- Created program proposals for new programs to be approved by Director
- Completed disbursement forms and processed room reservations damage deposit refunds.
- Submitted weekly Community Service Work Program timesheets
- Submitted departmental work orders
- Completed instructor payouts for recently finished programs
- Parks advisory board monthly meeting – presented past, current, and future programs to board

Planned programs and other monthly work:

Pickleball

- Contacted all previous year's members and informed them of changes to the 2023 year
- Created new membership packet with all membership information to give to newly registered members
- Researched job site containers for equipment storage for 2023 year
- Contacted Franklin representative to request quote for future purchase of pickleballs
- Placed order with Practice Sports for custom/new windscreens
- Researched needed supplies and costs for pickleball court painting (tape, rollers, court paint, etc.)

New Year's Paint & Sip

- Discussed possible dates and availability with staff/instructor
- Inventoried paint supplies on hand for class

Kids Holiday Camp

- Prepared daily schedule for the 7-day camp
- Reached out to camp staff and requested field trip ideas and preferences for camp
- Booked and confirmed field trips
- Reviewed supplies and gathered materials for staff to use for crafts during camp

Tennis Bloc

- Received spring marketing materials from organization
- Reviewed dates and times of spring Tennis and Pickleball programs
- Requested availability for pickleball clinic for 10-year anniversary celebration on Jan. 28

Santa Fest

- Prepared Recreation Center for event (game room, craft room, concessions, and candy cane hunt supplies.)
- Carried out supervised program with staff and volunteers
- Assigned staff/volunteers for different tasks at the event
- Confirmed with Santa Don of attending prior to event
- Completed contract with TapSnap for event details and setup information

Elf in the Woods

- Decorated facility and park for program
- Prepared recreation center, rooms, and all craft supplies for program

Fellowship Night- January 23

- Requested January date for program from staff/instructor
- Discussed program theme with staff/instructor and inquired about any supplies needed

Spring Break Youth Sports Camp

- Established dates and fees for 4-day camp in April
- Created new program with registration dates in RecDesk

Swansboro Parks & Rec 10 Year Anniversary Celebration

- Scheduled date for event for January 28, 2023
- Contacted current program instructors and partners to request participation
- Researched other recreation departments and recreation center facility celebrations for ideas for event
- Contacted food trucks for availability for event
- Completed event organizer application and submitted to Onslow County Health Department
- Contacted other local business partners about participation in event

Theatre Trips

- Made final payment for tickets for the Christmas Cirque show on December 15 from Wilson Civic Theater
- Emailed theater about reserving seats and final payment dates with Legacy Theatre ticket office for Rehearsal for Murder show on February 26th.

Wild Child Resin Christmas Tree Workshop

- Prepared instructor payout for Dec. 1 Sea Glass Resin class

Open Position Interviews

- Assisted Director in interviewing new applicants

Pogie's Meeting – Dec. 14

- Meeting with business owner Ethan about summer program dates and new program ideas.
- Reviewed dates and times for proposed upcoming programs
- Discussed adjusting fees for previous programs and future programs

Teacher Workday Camps – Jan 23 & 24

- Emailed parents of previous camps and teacher workdays to inform them of new January dates.