

PARKS AND RECREATION

MARCH 2023

DIRECTOR'S REPORT

Festivals/Events

Mullet-Continue booking bands and procuring contracts. Researching new bands and new genera of music.

Sponsorship

- Sponsorships are still be collected.
- Reaching out to previous sponsors and potential sponsors.
- Met with Saltwater Grill for 2023 events, they will continue to provide golf carts for the festivals. Will assist in providing items to create packages for overnight visitors.

Misc.

- Secure toilets, shuttle services, and security services
- Met with DFS Agency to discuss marketing opportunities.
- Meeting with Front Row Communications for upcoming advertising and discuss ideas for next fiscal year.
- Vendor applications continue to come in for Arts by the Sea and Mullet Festival.

Piratefest

- Partnership with Onslow County Parks and Recreation to host Piratefest in Downtown Swansboro, May 13, 2023, 10am-4pm.
- Confirmed entertainment and procuring contracts.
- Researching new performers for event.
- Collect certificate of insurance from performers.
- Met with Chief Taylor to discuss street closures.

Comprehensive Master Plan Update

- Draft of plan is complete.
- Reviewing for editor edits.

ARP Funding Projects

- Cameras-Cameras installed and working.
- UTV-has come in, accessories being added, waiting on delivery confirmation.

Miscellaneous

- Submitted the 2023-24 Onslow County Tourism Assistance Grant and presented it to the committee.
- Revisions of the 2023-24 budget for the department.
- Completed equipment orders, docks and playgrounds.
- Met with two vendors on Splashpad renovation project. Met with two concrete contractors for the concrete work and waiting for quotes.
- Rope Climber was installed in Municipal Park.
- Revising standard operating procedures for Church Street Dock.
- Attended Advisory Board Appreciation Reception.
- Webinar with Play Core : Infusing Nature to the Everyday Spaces.
- Webinar with NRPA: Using Park Metrics
- Serve on the Onslow County Senior Games Committee, meetings held once a month.
- 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	14,511	29,654	4,418	177
Instagram	685	261		48

Activity Report

Organization Activity

From 3/6/2023 to 4/5/2023

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	P
All	233	45	12	0	257	
Resident	25	3	4	0	32	
Non-Resident	208	42	8	0	225	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	144	3	0	0	107	
18 - 65	65	29	8	0	123	
65+	23	13	4	0	26	
Male	101	20	4	0	102	
Female	132	25	8	0	155	
Other Genders	0	0	0	0	0	
Online vs In-House						
Online	161	0	0	N/A	180	
In-Person	72	45	12	N/A	77	

Revenue

Slip Fee - Town Dock	\$768.50
Rental Fees-Parks	\$895
Rentals Rooms	\$2705
Dog Park Registrations	\$45
Rec Program Fees	\$3395
Gym Memberships	\$425
Summer Day Camp	\$10,457
Vendor Fees	\$6605
Festival Sponsorships	\$2500

RECREATION PROGRAM SUPERVISOR

Routine monthly job responsibilities:

- 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.
- Submitted weekly Community Service Work Program timesheets.
- Submitted departmental work orders.
- Parks advisory board monthly meeting – presented past, current, and future programs to board.
- Create marketing materials for new programs and events.

Planned programs and other monthly work:

Spring Pickleball Tournament

- Discussed with pickleball volunteer board with details of tournament
- Researched medal and t-shirt options for purchasing for tournament winners

Summer Camp 2023

- Created design for camp t-shirt
- Requested quote from team connection for t-shirts
- Reviewed camp field trips and schedule with summer camp staff

Onslow County Senior Games

- Attended meeting on March 21 with Onslow County Parks & Recreation

Touch-a-Truck

- Continued contacting potential participants and emailed event registration forms
- Contacted food trucks for participation, confirmed Kona Ice and Capones
- Emailed Special Event Application Form to Onslow County for approval of food trucks on site
- Requested services quote from DJ Sam Lewis for event
- Prepared military vehicle request form and submitted to MCCS for participation in event

Summer Teen Adventure Camp

- Contacted potential sites for field trips (rock wall, kayaking w Pogies, and Swamp Park- Shalotte)
- Set camp dates for August 14-18
- Reviewed field trip prices and locations online
- Contacted Roanoke River Partners about paddle near Williamston, NC

Spring Break Youth Sports Camp (April 3-6)

- Completed daily schedule for camp with activities and timeline
- Contacted High School and sent flyer to for volunteers for the program

Easter Egg Hunt

- Reached out to Scouts of America for volunteering with event
- Planned setup and event details with Gigi Robles of Southern Coast Realty
- Purchased candy from Sam's Club for stuffing easter eggs.
- Submitted work order to Public Works for staking and taping off fields for egg hunt.

Body Basics: Flex & Flow Fitness Class

- Planned next class offering with instructor
- Changed day, time, and location of program to downtown Pug Pavilion

- Discussed with instructor drop in participant fee collection program registration protocol

Be- Inspired 24 Hour Art-A-Thon

- Meeting with instructor about individual classes offered at the Rec Center
- Helped instructor with designing flyer and setting up event and programs on Facebook
- Recorded video for Art-a-Thon and shared on social media.

Tennis Bloc Spring Pickleball/Tennis Lessons

- Attending phone meeting with company CEO Lee Kincheloe and Jackson Bowen about dates, times, questions and registration information about programs and offerings.

Teacher Workday Kids Camp

- Instructed full day program on March 10
- Emailed camp schedule to all parents prior to program date
- Created program for registration for April 10 camp

Dog Park Fence Project

- Requested separate quotes for fencing project in the dog park from Anchor Fencing, Clays Fencing, and Fences Unlimited for new fence install and repairs to damaged fence.

Bob Ross Paint-n-Sip

- Meeting with instructor Carol McDearmon to discuss upcoming paint programs
- Inventoried all paint class supplies and discussed needed supplies for class
- Set date for April 27 for the class
- Prepared program proposal for director to review
- Researched pricing for paint, brushes, and canvas supplies needed for class

Summer Art in the Afternoons Camp

- Discussed pricing, weeks offered with instructor Carol McDearmon
- Set up all weeks offered in RecDesk for registration.

Love Fur Exercise – Carrie White

- Reviewed program dates with instructor and adjusted start dates for Power in the Park and Every Body Move fitness programs.

Pogie's Fishing & Kayaking Center

- Meeting with owner Ethan Johnson about summer schedule and programs offered.
- Requested new contract and liability insurance certificate for current year.
- Discussed new program descriptions and requested detailed descriptions for newly offered programs (Senior Fishing, Bird Watching, & Teen Summer Camp Kayak Paddle trip)

American Red Cross Blood Drive

- Emailed region representative, Bryson Schmidt, new contract form and discussed times available for future blood drives.
- Scheduled blood drive for July 26 in the multipurpose room.