

**PARKS AND RECREATION
MARCH 2023**

DIRECTOR'S REPORT

Festivals/Events

Mullet-

- Booking bands, finalizing contracts
- Secured sound

Sponsorship

- Finalizing sponsorships

Misc.

- Preparing marketing content-website updates, poster for Arts by the Sea, sponsor banner
- 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.
- Logistical meeting with Onslow County Parks and Recreation, Police, Fire, and Public Works Departments.

Comprehensive Master Plan Update

- Draft of plan is complete; send editorial edits, waiting to review edits.

ARP Funding Projects

- UTV-delivered.
- Splashpad-working with Bliss products on design. Held site visits with two contractors for the concrete work, waiting on proposals. Once proposals are received, can begin planning site furnishings and shade structures.

Miscellaneous

- Final revisions of the 2023-24 budget for the department.
- Completed equipment orders, docks, and playgrounds.
- Revised and presented new standard operating procedures for Church Street Dock.
- Researched and received quotes for new furniture for the Recreation Center lobby, game room, and offices.
- Splashpad-annual permit submitted to Onslow County Health Department.
- Dog Park Fence Project-reviewed quotes received, selected a vendor, and scheduled installment date in May.
- Attended the Town's Sexual Harassment class.
- Met with the Crystal Coast Chess Club to discuss event opportunity.
- Met with Emerald Isle Parks and Recreation Director to discuss Swansboro's pickleball program.
- Working with SSA for the 2023 Spring and Fall season for using the Municipal Park fields.
- Assisted with Senior Games Opening Ceremonies; facilitated several senior game events.
- 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	14,600	25,560	3,836	145
Instagram	705	7		26

Activity Report

Organization Activity

From 4/2/2023 to 5/2/2023

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	115	96	9	0	141
Resident	19	3	4	0	6
Non-Resident	96	93	5	0	135
No Residency Set	0	0	0	0	0
Demographics					
< 18	27	1	0	0	6
18 - 65	59	65	5	0	95
65+	29	29	4	0	39
Male	43	61	7	0	75
Female	72	35	2	0	66
Other Genders	0	0	0	0	0
Online vs In-House					
Online	36	0	0	N/A	36
In-Person	79	96	9	N/A	105

Revenue

Slip Fee - Town Dock	\$5478
Rental Fees-Parks	\$377.50
Rentals Rooms	\$1413
Dog Park Registrations	\$45
Rec Program Fees	\$2621
Gym Memberships	\$675
Dog Park Memberships	\$40
Vendor Fees	\$3165
Festival Sponsorships	\$3750

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:

Summer Camp 2023

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

Onslow County Senior Games

- Assisted with Senior Games Opening Ceremonies; facilitated several senior game events.

Touch-a-Truck-April 29

- Finalized all truck participants
- Finalized food trucks for participation, confirmed Kona Ice and Capones

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
- Facilitated camp

Tennis Bloc Spring Pickleball/Tennis Lessons

- Continue to offer lessons

Teacher Workday Kids Camp

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

Summer Art in the Afternoons Camp

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

Pogie's Fishing & Kayaking Center

- New program for the upcoming summer (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.