

PARKS AND RECREATION

JANUARY 202

DIRECTOR'S REPORT

Festivals/Events

Mullet-began booking bands and procuring contracts.

Sponsorship

- Sponsorships have begun to come in.
- Reaching out to previous sponsors and potential sponsors.

Misc.

- Began securing portable toilets, tents, tables, shuttle service, and security services.
- Met with Curtis Media to review sponsorship and dates for the 2023 events.
- Met with Lamar Advertising to discuss marketing opportunities.
- Secured new fireworks vendor, fireworks will be held on July 3, 2023.
- Met with Diamond Bus Company to review shuttle needs for the year and secure sponsorship.
- Met with Onslow County Tourism discuss and develop new marketing strategies for the 2023 festivals.

Comprehensive Master Plan Update

- Received final draft, reviewing for changes, recommendations.
- Met with Town Manager for review of draft.

ARP Funding Projects

- Cameras-Cameras ordered, waiting for them to arrive.
- UTV-order placed.

Miscellaneous

- Initial meeting with Onslow County Parks and Recreation to begin working on logistics for PirateFest. Event will be held May 13, 2023, 10am-4pm, Downtown Swansboro.
- Preparing 2023-24 budget for the department.
- The Recreation Center celebrated its 10th anniversary this January. Event was held for celebration, free fitness demonstrations, pickleball class, performances from local dance studio, and other instructors featured classes offered at the Recreation Center.
- 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	14,251	15,098	1882	78
Instagram	615	247		29

Activity Report

Organization Activity

From 1/7/2023 to 2/6/2023

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	P
All	93	40	14	0	85	
Resident	16	10	2	0	6	
Non-Resident	77	30	12	0	79	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	25	0	1	0	15	
18 - 65	48	31	10	0	58	
65+	20	9	3	0	12	
Male	43	20	2	0	35	
Female	50	20	12	0	50	
Other Genders	0	0	0	0	0	
Online vs In-House						
Online	35	0	0	N/A	31	
In-Person	58	40	14	N/A	54	

Revenue

Slip Fee - Town Dock	\$2122.50
Rental Fees-Parks	\$75
Rentals Rooms	\$200
Dog Park Registrations	\$875
Rec Program Fees	\$4083
Gym Memberships	\$715
Vendor Fees	\$755
Festival Sponsorships	\$3600
Program/Event Sponsorships	\$1000

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:

2022-23 Budget and End of Year Revenue/Expense Projections

- Calculated expenses and revenue for remainder of fiscal year
- Prepared and adjusted budget for upcoming 2023-24 fiscal year

Instructor Contracts

- Contacted all current instructors to renew contract for 2023 year
- Requested updated Certificate of Insurance if needed

Teacher Workday Camp – Jan. 23 & 24

- Conducted full day program with scheduled staff
- Prepared classroom with crafts necessary for daily planned activities
- Emailed all camp policies and documents needed for all registered parents

Pickleball

- Put all new ordered league equipment in new bin and moved older nets to community bin
- Secured fencing at tennis courts in preparation for wind gusts and storms
- Removed damaged windscreens from fencing after damage from wind gusts and storms
- Received ordered windscreens from Practice Sports and prepared payment for invoice

Fall Youth Flag Football

- Researched and contacted other recreation department about flag football programs, leagues, registration details, policies, and rules.
- Discussed equipment pricing with BSN representative for startup cost and cost for season supplies.
- Contacted Pamlico Parks & Recreation about their experience and working with NFL Flag organization for their flag football league.
- Researched age group offerings by other recreation departments.

Down Syndrome Network Onslow Carteret County

- Held meeting with Tiffany Flint about upcoming events and programs offered for 2023
- Discussed Holiday party dates and room availability.
- Scheduled tentative date of December 2 for Holiday Party at the Town Hall Community Room.
- Reviewed contract with Tiffany Flint and requested Certificate of Insurance required for instructor led programs offered with the department.

Basketball Court Renovation Project

- Contacted local asphalt companies to request quotes for resurfacing the basketball court asphalt.
- Meeting with two local companies and completed a site walk through to discuss project.
- Requested quotes for new backboards, rims, nets, and paint.
- Prepared project proposal with project plans, affiliated costs, and justifications.

Love Fur Exercise

- Meeting with prospective fitness class instructor Carrie White
- Discussed future programs dates and themes to offer in the park and in the Recreation Center
- Reviewed contract with instructor and discussed pricing for new programs.

Fellowship Night- February

- Requested February date for program from staff/instructor- scheduled for February 20
- Discussed program theme with staff/instructor and inquired about any supplies needed.

Easter Egg Hunt

- Contacted event sponsor, Gigi Robles, about dates for Easter Egg Hunt and new sponsorship packet.
- Selected March 31 date for program from 6-7 PM.
- Contacted Scouts of America to request volunteer help for event.

Summer Day Camp 2023

- Researched other local recreation department summer camp weekly fees/rates.
- Reviewed weekly dates for Summer Day Camp 2023.
- Adjusted rates for weekly and series camp fees for 2023.
- Set March 1 registration start date at 7:30 PM.
- Emailed recent summer camp attendees about upcoming March 1 camp registration.
- Requested field trip ideas and Summer Camp programming ideas with returning camp staff.

Theatre Trips

- Contacted Wilson Center in Wilmington about upcoming May 7th, My Fair Lady show and costs for reserving tickets.
- Paid for remaining amount due for reserved tickets for Rehearsal for Murder show on February 26 at the Legacy Theater in Jacksonville.
- Discussed future trips with program/staff leader for upcoming months.

Be Inspired, Inc. Instructor Meeting

- Held meeting with instructor Carol McDearmon. Discussed and planned new art/paint class offerings for the upcoming months.
- Discussed and planned Art in the Afternoons Half-Day Summer Camp program offering for summer 2023.
- Scheduled Art-a-Thon program date for March 4th at the Recreation Center.

Swansboro Parks & Rec 10 Year Anniversary Celebration

- Prepared rooms and set up facility for event.
- Hosted event on January 28, 2023, from 10am-2pm
- Contacted and confirmed participation of program instructors and partners for event
- Confirmed food trucks participation and arrival time for event.