



RECREATION & COMMUNITY PROGRAMMING DEPARTMENT JUNE 2018 REPORT

Programs/Excursions/Community Events

Programs/Excursions (*note/registration is still underway for many camps and programs)

- Men's Pickup Basketball at Radnor Activity Center (40 participants)
- Pickleball at Radnor Activity Center (72 participants throughout season since fall 2017)
- Radnor Steps Community Walking Program along the Trail – (participation varies each week)
- Junior and Adult Tennis Summer with Pam Rende at Warren Filipone Park (3 sessions/23 participants)
- Junior Soccer with Soccer Shots at Clem Macrone Park (48 participants /4 sessions)
- Harry Potter Camp with Brandywine Learning Center at Sacred Heart Academy (2 sessions/69 participants)
- Youth Theatre Camp with Theatre Horizon at Christ Church Ithan (2 sessions/14 participants)
- Chess Camp with Shining Knights Chess at Kumon Learning Center of Wayne (10 participants)
- Soccer Camp with World Cup Sports Academy at Radnor Memorial (Week 1: 8 participants; Week 2: 9 participants)
- All-Star Sports Camp with World Cup Sports Academy at Radnor Activity Center (Week 1: 14 participants; Week 2: 21 participants; Week 3: 2 participants; Week 4: 5 participants; Week 5: 12 participants; Week 6: 19 participants; Week 7: 7 participants)
- Junior All-Star Sports Camp with World Cup Sports Academy at Radnor Activity Center (8 participants)
- Survivor Nature Camp with World Cup Sports Academy at the Willows Park (Week 1: 36 participants; Week 2: 27 participants; Week 3: 12 participants; Week 4: 24 participants; Week 5: 31 participants; Week 6: 38 participants)
- Radnor Day Camp at Radnor Elementary School (190 participants registered to date – 183 Full Day participants; 7 Half Day participants; 31 RTSD Extended School Year Programming participants);
- Radnor Day Camp Back-to-Camp Night for Parents on Tuesday, June 19 (40 participants)

PRPS Discount Ticket Program

- Regal Movie Discount Ticket Program (152 sold to date 2018)
- Amusement Park Discount Tickets (40 sold to date 2018)

Community Events:

- Emlen Tunnell Statue Dedication took place on Saturday, June 2 at the Radnor Township Building (500 participants estimated in attendance)
- Great American Backyard Campout took place on Saturday, June 16 at the Willows Park (308 participants were registered + 6 scout groups)

Additional Programming Activity:

- Prepared season-end financial reporting and evaluation of programming, discount ticket program, community events, and projects.
- Met with summer programming/camps and event vendors/instructors, developed program details, contractual agreements, coordinated facility schedules, program logistics, participant communications, and emergency/safety procedures.
- Worked with programming vendor regarding new insurance requirements.

- Continued comprehensive planning for Radnor Day Camp and summer camps – met with Radnor Township School District personnel to plan building usage/logistics for Radnor Elementary School, Radnor High School Pool, and Radnor Middle School along with evaluating the camp scholarship application process and organizing the campers who attend RTSD Extended School Year programming; coordinated camp website updates, camp welcome packet, and communications; planned daily camp structure, activities, trips, and special events; continued hiring staff for multiple positions, coordinated staffing requirements and certifications and developed payroll; developed 3-day staff training curriculum; held weekly meetings with staff to discuss and plan all components of camp.
 - 2018 Summer Staff Member Information:
 - Returning staff: 22 New staff: 21 Total: 43 (down from 45 in 2017)
 - Radnor High School alumni staff: 14 Current RHS students on staff: 9
 - Total Radnor Township residents on staff: 29
 - Certified Teachers: 5 Pursuing degree in education/related field: 9
 - Support Aides/Paraprofessionals currently working in schools: 4 (13 campers require one-one-one support; 11 require group-based support)
 - Designated special needs support staff for one-on-one/extra support: 12
- Distributed Summer 2018 Recreation Activities Brochure.
- Continued working with our professional organization, the PA Recreation and Parks Society (PRPS), regarding the child care licensing requirements for preschool-age programming participants under the Pennsylvania Department of Human Services; a structured, operating protocol was developed and submitted to the DHS under which public recreation providers would operate – consideration and waiver request by the DHS has been denied; I've continued along with the PRPS group to work through this topic by attending monthly conference calls.
- Coordinated with Recreation/Public Works/Police/Fire Departments and with various event partners to prepare and plan for upcoming events including the Emlen Tunnell Statue Dedication, Great American Backyard Campout, Summer Concert at Clem Macrone Park, and Night at the Ball Park/Wiffleball Classic at Encke Park; discussed event logistics, set up, activities and entertainment, staffing, registration, promotions, and supplies.
- Continued sponsorship development by working with local businesses and organizations for current events and programs; conducted meetings with potential and current sponsors; continued soliciting sponsorship proceeds for 2018 events and programs.
- Continued event and programming collaboration development with various businesses and organizations within the community.

Administrative

- Processed daily phone and email communications in order to provide information on community sports, recreational activities, and events; coordinated registrations for programs; prepared purchase orders/invoices, deposited income; prepared program financial reports that include participation reconciliation, instructor payments, and performance analyses; distributed program evaluations to participants; coordinated locations and logistics for programming, scheduled facility reservations/submitted applications, maintained Outlook event calendars, met with instructors and vendors to develop program agreements and process background checks; continued utilization of PEN (Programmer's Exchange Network) listserv to obtain and share information to evaluate operations; updated all Department areas of the Township website and social media page and distributed seasonal e-newsletters; filmed monthly segment for the *Radnor 411* television show and prepared slides for the Radnor Cable Channel; coordinated marketing efforts; managed inventories and distributed supplies to programs; worked with Township solicitor on various Department items.
- Monitored Department budgetary line items and developed year-to-date performance analyses for program and service areas.
- Continued to work with Program Supervisor and Program Coordinator on daily planning, programming, events, operations, and Department projects for 2018.

- Continued working with the Finance Department on the implementation of Tyler Munis Enterprise Resource Planning Project (financial software) and through implementation of go-live for the Recreation Department's new online registration system for residents.
- Attended weekly staff meetings with the Township Manager and Department Heads.
- Attended monthly Board of Commissioners Meetings; attended and prepared reports for monthly Parks Board Meeting.
- Met with Commissioner-Elect to the Board of Commissioners.
- Met with Township Parks & Recreation Board Members.
- Met/filmed with Radnor Studio 21.
- Attended monthly Staff Safety Committee Meeting.
- Attended monthly Sports Legends of Delaware County Museum Board Meeting.
- Attended monthly Wayne Senior Center Board Meeting.
- Met with Villanova University Government Relations Department.
- Attended Township All-Staff Appreciation Luncheon.
- Participated in Public Works Superintendent position candidate interviews.
- Coordinated meeting with In-Community to discuss potential magazine for Township.

Parks & Facilities Usage

- **Athletic Fields:** Coordinated field scheduling and light schedules for spring and summer.
- **Park Areas/Picnic Rentals:** Coordinated reservations for the 2018 season to date:
 - Clem Macrone Park (15 rentals)
 - Cowan Park (1 rental)
 - Dittmar Park (1 rental)
 - Fenimore Woods (22 rentals)
 - Odorisio Park (1 rental)
 - Warren Filipone Park (1 rental)
 - Willows Park (8 rentals)
 - Veterans Park (1 rental)
- **Radnor Activity Center:** 7 rentals took place in June – most were for multiple days; usage included the Department's seasonal programming and summer camps including Men's Basketball, Pickleball, World Cup Sports Academy All Star Sports Camp, and Summer Camp Staff Training; as well as the Wayne Wildcats Tumbling program; worked with CleanNet to implement custodial services; coordinated roof analysis due to ongoing leaks.

Parks & Facilities Meetings/Projects

- **AEDs:** Continued evaluating a project that entails adding AED units at various Township parks and recreation facilities as part of the 2019 budget.
- **Eagle Scout Projects:**
 - Bike repair station along the Radnor Trail – discussed and planned prospective project.
 - Radnor Trail overpass median painting – discussed and planned prospective project.
 - Kiosks at the Willows Park & Skunk Hollow – worked with scouts to finalize projects.
- **Incredible Edible Radnor Community Gardens** – coordinated operating agreement with members and established projects along the Radnor Trail and Wayne Senior Center.
- **Park Signage Replacement:**
 - Saw Mill Park sign has been put on hold as we evaluate the park traffic flow and logistics.
 - Radnor Memorial Park, Ithan Valley Park, Bo Connor Park, Emlen Tunnell Park, and Fenimore Woods sign development is underway as part of comprehensive park project.

- **Park and Trail Improvements** – a bond ordinance was voted at the October 26, 2015 Board of Commissioners Meeting for the following parks and trails (\$5.75M - \$4.3M Parks/\$1.45M Trails); met with staff and continued working towards completion of the various park projects that have been outlined – see update to the Parks & Recreation Board at the June meeting.

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| Bo Connor Park (underway) |
| Cappelli Golf Range (underway) |
| Clem Macrone Park (complete) |
| Emlen Tunnel Park (underway) |
| Encke Park (complete) |
| Fenimore Woods (underway) |
| Ithan Valley Park (underway) |
| Petrie Park (complete) |
| Radnor Trail (underway) |
| Skunk Hollow Park (underway) |
| Warren Filipone Park (underway) |
| Ardrossan Trail |
| West Wayne Segment (8A-E, 1C, 1D) |
| Marth Brown Segment |
| Villanova – Chew Segment (16A, 9C, ½) - omitted |
| Radnor Station to Harford Park (9F) |

- **Bo Connor Park Improvements:** Coordinated engineering site survey and scope of work development for site improvements/continued working with Gannett Fleming to develop bid documentation; coordinated public review with the Parks Board in July.
- **Emlen Tunnell Park:** met with residents, Commissioner, and Parks Board Members at the park, discussed site locations and building amenities; coordinated site survey of prospective areas; planned further discussion at the July Parks Board Meeting.
- **Ithan Valley Park Improvements:** coordinated with Friends of Ithan Valley Park evaluation of anticipated park improvements – met to discuss signage development.
- **Fenimore Woods Rehabilitation Project:** Comprehensive park renovation project planning underway; park outbound site and topographical surveys have been prepared; anticipate updated preliminary plan review with the Parks Board and subsequent environmental and traffic review along with project development of improvement details and corresponding budget
- **Radnor Trail - Brookside Parking Lot Restroom:** worked on restroom design options with various vendors; coordinated site layout with Gannett Fleming to prepare bid documentation.
- **Warren Filipone Park Improvement:** Coordinated engineering site survey and scope of work development for site improvements/continued working with Gannett Fleming to develop bid documentation; coordinated public review with the Parks Board in July; met at the park with Commissioner/resident/Radnor Wayne Little League to discuss possible baseball training infield and batting cages project.
- **The Willows:** The Board of Commissioners approved a lease agreement to the Willows Park Preserve (WPP) nonprofit organization for their operation, preservation, and maintenance of the Willows Mansion - this agreement will allow for the Mansion's continued public use and public usage of the park with minimal impacts; met with members of the WPP and architect on the project details and planning.

Respectfully Submitted,



Tammy S. Cohen
Director of Recreation & Community Programming