

Thornton Recreation Department Annual Report 2018-19



Mission Statement:

To provide quality recreation programs, facilities, and parks that meet the leisure needs and improve the quality of life for the residents of Thornton.

2018-19 Thornton Recreation Personnel

Director of Parks and Recreation

Sharlee Dunlop

Assistant Director

Amy Potwin

Front Desk Personnel

Mary Vasquez

Jennifer Shadley

Rebecca Houts

Melissa Gesswein

Ida Martinez

Preschool Instructors

Amy Potwin

Jennifer Shadley

2 Young Instructors

Mary Vasquez

Rebecca Houts

Softball Manager

Michael Cronin

Summer Camp Counselors

Nicole Reichert

Logan Szabo

Joanna Banasiak

Journey Forsythe

Heather Reichert

Rotating Concessions Staff

Ida Martinez

Emmanuel Martinez

Rebecca Houts

Jen Shadley

Riley Forsythe

Journey Forsythe

Sierra & Amber Houts

Melissa Gesswein

2018-19 Thornton Recreation Accomplishments

- **Continuous Responsibilities:** Park equipment and safety surfacing of all parks are maintained. We offer several free community programs such as: Pinochle, Hand & Foot, T.O.P.S. and Alcoholics Anonymous. We update social media including; Facebook, Village of Thornton website and Comcast Cable channel four. We hold a monthly Senior Bingo Luncheon. We edit, design and produce the Village's quarterly newsletter. We maintain paperwork for existing grant applications and research new opportunities. We help plan and coordinate various Village-wide events such as the Mayor's Veteran Breakfast and the Police Department's National Night Out. We consistently meet as a team to discuss aspects to improve daily operations. We coordinate with Thornton Youth Baseball League and Wolcott Community PTA. We also work closely with School District 154 to provide opportunity of services to resident youth. We maintain a helpful and friendly team of employees who continue to prove their loyalty, dependability and commitment to the recreational needs of the community.
January 2018 to March 2019: We provided rental space to the Thornton Township Senior Services Office while their facility was being remodeled.
- **May 2018:** Another successful Preschool and 2Young school year flew by with 30 students. Approximately 90% of our students are Thornton residents. A new season of Co-Ed softball began with the maximum eight teams. We coordinated the Mayor's 4th Annual Memorial Day Veteran's Breakfast at Jimbooo's. Approximately 20 veterans attended. The Department Food Handling Certificate was renewed. We hired two new camp counselors. We purchased and replaced the dilapidated concessions service windows. We continue to see increases in Senior Bingo participants and Field Rentals
- **June 2018:** Introduced our 1st Touch-A-Truck with great success! Having Lehigh Hanson's enormous quarry trucks available, really elevated the excitement. Public Works installed the beginning bricks at Memorial Park. Recreation Staff renewed CPR and First Aid certifications. Dotson's Farm returned for a "farmer only" Market season. Summer Camps began with 46 participants. Only three of those Summer Camp participants were not Thornton Residents.
- **July 2018:** We continued monthly Senior Bingo throughout the summer. 4th of July concessions during a thunderstorm was quite a challenge. We continued stand operation every Monday night for the Co-Ed softball games through October. We purchased new Preschool lockers and removed the older coat racks in the Preschool room. We saw a rise in field rentals, operating six nights a week.
- **August 2018:** Thornton Township Picnic was held at Nason Park. We began a new Preschool year with 30 participants. We introduced four new community events. The Halloween Pumpkin Party, Fall Raffle, Pet of the Month and coordinated National Night Out. We ordered a computer viewing station for the 2Young Program.
- **September 2018:** Fall Co-Ed Softball began with another group of eight teams. We rented the field to a round-robin softball tournament as well as the Home Depot for their employee appreciation day. We participated in the State of Illinois Bicentennial Celebration, We held a coloring contest, and more round robin rentals. We met with Gametime Representatives about replacing the broken playground equipment at Nason Park..
- **October 2018:** We had our first Halloween Pumpkin Party. We began planning for Holiday Happenings. We acquired a significant grant for new park equipment through Gametime and met with them to design a playground suitable to the kids in our programs.
- **November/December 2018:** Completed part of our rental to the township. We coordinated with South Suburban Family Shelter for holiday donations. We began offering the Police Department

space for Community Connection meetings. The carpets were cleaned and sanitized throughout the building. We continued our annual participation in Holiday Happenings by providing the Trolley rides and Free Family Bingo. The Thornton Historical Society shares the cost of the trolley. We began plans for our 2nd Annual Earth Day event. Public Works took delivery of our new Nason Park playground equipment.

- **January 2019:** We worked on getting competitive bids and budgeting for our next fiscal year. We began promoting Thornton Youth Baseball and our Coed Softball leagues. We continued planning the Earth Day event. We began planning for Easter. The new viewing station was installed in the 2Young room. We also coordinated with all Village departments to purchase a new employee ID maker.
- **February 2019:** We began organizing and booking summer camp events. Our FY20 budget was presented to Trustee Kaye for discussion. In agreement with Dotson's Farm, we decided to discontinue the Market in the Park for 2019. The fitness center annual preventative maintenance was performed. After renovations were completed, the Thornton Township Senior Services Department moved back to their building in Calumet City. We began demolition of what was known as the "small office" to construct a staff breakroom. The breakroom will also double as concessions for any indoor activities/events.
- **March 2019:** We held an open house registration for resident preschoolers 2019-20 school year. We also held two very fun Easter Egg Hunts. The Fire Department installed a new and improved fire alarm system in our entire building. Public Works replaced parts on the third base dugout roof. We purchased new cabinets, flooring and paint for the breakroom and coordinated with Public Works for the labor of the project. They did a great job.
- **April 2019:** Co-Ed Softball registration began. Our well maintained ball fields are highly sought after by many leagues. All three fields are heavily scheduled through the season. We held our 2nd annual Earth Day event on a very snowy day. We had a lot of resident interest and hope to make it more successful in 2020. Public Works and Diekleman Asphalt dug out a walking path around Nason park. We intend on scheduling events to use the path and calculating the distance and laps for residents. Scoreboard maintenance was scheduled along with planning the 2nd Annual Touch-A-Truck. We finished up the fiscal year working on Summer Camp Schedules and any final budget expenses.
- In making our final deposit, our department generated over **\$52,000** in revenue.

2019-20 Thornton Recreation Goals

- Maintain and improve existing programs, field trips and events. Continue to offer new options.
- Update job descriptions, Capital Assets, Grant Applications and Five year plan.
- Continue to maintain all park equipment with ADA compliance.
- Continue to evaluate and remove inoperative equipment, paperwork and electronics.
- Continue to advertise to increase participation, revenue and health.
- Continue to coordinate efforts in all buildings and grounds projects.
- Replace the large aging structure at Nason Park.
- Secure the funds to continue updating aging Park equipment.
- Update equipment and technology for all programs including new Preschool tables and rental equipment.
- Continue to design and edit the quarterly newsletter and cable channel 4 as well as participate in Village social events.
- Attend conferences and meetings specifically pertaining to Parks, Recreation to gain fresh ideas and make business contacts.

Recreation Intake Descriptions

Preschool – 2 Young 2 Go 2 Preschool, Preschool, and Pre-Kindergarten classes offered to children ages 2-5.

Youth Programs – Five Play, Summer Camps, Babysitting etc, offered to children ages 2-13

Adult Programs – Craft shows, Market in the Park, Senior Bingo, Co-Ed Softball and Jujitsu

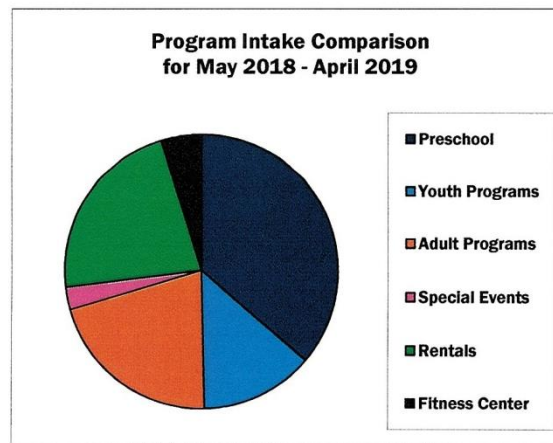
Special Events – Egg Hunts, Halloween, Family Bingo, Memorial Bricks and Holiday programs

Rentals – Parties, Room, Ball field, Pop Machine, Table & chairs, and pavillion rentals.

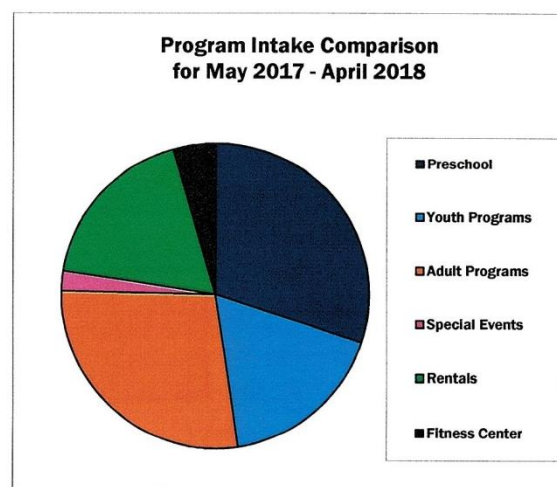
Fitness Center – Memberships

Recreation Program Intake Comparison

Program Type	Approx. Intake
Preschool	\$18,851.00
Youth Programs	\$7,024.00
Adult Programs	\$10,891.45
Special Events	\$1,367.55
Rentals	\$11,548.86
Fitness Center	\$2,480.00
	\$52,162.86



Program Type	Approx. Intake
Preschool	\$16,095.00
Youth Programs	\$9,312.00
Adult Programs	\$14,781.81
Special Events	\$1,132.00
Rentals	\$9,668.19
Fitness Center	\$2,370.00
	\$53,359.00





Old Small Office



New Breakroom