

Vashon Park District

2015 Staff and Management Goals

1) Staff Development

- a) Complete 2nd year NRPA Maintenance Mgmt and Director School Programs.
- b) Enroll in Washington WRPA Conference courses.
- c) Staff special interest development (i.e. Contract management – Eric; Database management – Kit).
- d) Dedicated pool cashier financial record-keeping training.
- e) Sailing camp instructor – anti bullying and lifeguard certification training.

2) Maintenance Planning and Development

- a) Maintenance Management Plan refinement per park and facility.

3) Park/Facility Improvement Projects

- a) VES – completion of clearing/grading permit .
- b) Lisabeula – Americorp project.
- c) Tramp Harbor – WADNR lease resolution.
- d) Pool – drain fix; further development of extended season/retile project/roof cover.
- e) BARC – level upper grounds.
- f) Ober – paint interior and exterior; research playground replacement.
- g) Agren – research field overhaul with drainage; widen trails/potential ADA access.
- h) All Parks
 - a. Highway signage.
 - b. Uniform park entrance kiosk development.
 - c. Improved trail maps.
 - d. Clean up flower beds and park entrances.

4) Lodging Facility Projects

- a) Maintenance
 - a. Fern Cove basement repair grant application.
 - b. Quarters B painting.
 - c. Lighthouse roof replacement and grant completion.
 - d. Quarters B and barn windows – 4Culture grant application.
 - e. Pt Rob restroom and Inspiration Point – WA State Historical grant application.
 - f. Organize volunteer team for trail work.
- b) Marketing
 - a. Corporate retreat outreach.
 - b. Long-term stay outreach to West Seattle and Tacoma realtors.
 - c. Advertising: wedding guides; destination publications; lighthouse publications.
 - d. Newsletters to past guests.
- c) Events: wedding tours; Kite Day; Low Tide Festival; Centennial Day; Holiday Open House; Strawberry Festival Volleyball Tournament fundraiser (for restrooms).

5) Technology and System Development

- a) Email system on in-house server.
- b) Refine website park history, trail map, and user group info pages.
- c) Refined P&L reports per park/facility via Quickbooks.
- d) Online website pool and sailing camp registrations; facility reservation request system.
- e) Records management organization and filing system.

6) General Management

- a) Five Year Plan
- b) CAPRA certification
- c) Safety, Risk, and Emergency Management Plan