

Recreation Department Overview

Mark Duncan, Recreation Supervisor
Debra Lopano, Recreation Assistant
Valerie Nolan, Senior Citizens Director
Patrice Hanigan, Office Assistant

Mission Statement of the Recreation Dept.

- It is the mission of the Village of Croton-on-Hudson Recreation Department to create and maintain aesthetically pleasing, safe, healthful, and enjoyable areas for residents; to provide positive, cost-effective leisure opportunities, which promote individual and community wellness for children, youth, adults and seniors; and to promote the preservation and appropriate utilization of the Village's recreational resources.

Staffing of the Department

- Two full-time professionals:
 - Recreation Supervisor
 - Recreation Assistant
- One part-time Senior Director.
- One part-time Office Assistant.
- Over 100 seasonal workers throughout the year to run various programs (summer camp, Silver Lake, Senasqua Park gate guards, middle school program and senior instructors).



Regular Programming

- The Recreation Department creates three seasonal brochures (Fall, Winter & Spring/Summer).
- Over 170 classes and programs (exercise/fitness classes, sports, arts & crafts, boating, Defensive Driving and well-being classes) are offered throughout the year.
- Oversee the operation of:
 - Silver Lake swimming facility
 - Day Camp
 - Tiny Tots Camp
 - Basketball Camp
- Various school/summer break programs throughout the year.

Special Events

- The Recreation Department is also responsible for the planning and execution of many resident-favorite events including:
 - Halloween Goblin Walk
 - Halloween Window Painting
 - Letters to Santa
 - Christmas Tree Lighting
 - Hanukkah Celebration
 - Build-a-Snowman Contest
 - Spring Eggstravaganza
 - Summerfest



Goblin Walk – October 2019



Santa's Mailbox at the
Municipal Building

Summer Entertainment Series

- A full schedule of summer entertainment programs are held each year at Senasqua Park.
- Planning for these events begins many months beforehand, to ensure the best entertainment available is booked for residents.
- The schedule includes:
 - Seven summer concert nights (held on Fridays).
 - Six movie nights (held on Wednesdays).
 - Five family entertainment nights (held on Thursdays).

Senior Recreation Programs

- The seniors division of the Recreation Department is administered by Valerie Nolan, Senior Citizens Director.
- The Croton Senior recreation programs and services provide an environment for continued learning, social interaction and enjoyment through a variety of classes, special events and trips.



Celebrating the 100th Birthday of Senior Club member Mary Clair at the Croton Yacht Club in June 2018.

Full Schedule of Activities for Seniors

- Shopping
 - The village's senior jitney bus takes residents to village businesses twice a week, with an average of 12 to 14 participants per trip.
 - The bus also goes to the Jefferson Valley Mall once a month, with participation ranging from eight to 16 people per trip.
- Croton Senior Citizens Club
 - Organized in 1957, the club is a separate organization but is supported by the department. It is open to all residents of the Village and school district that are 60 years old and up.
 - Currently meets weekly in the community room or Senasqua Park (depending on the season).
 - Club membership currently stands at 119 members.



Croton Senior Club Members

Full Schedule of Activities for Seniors

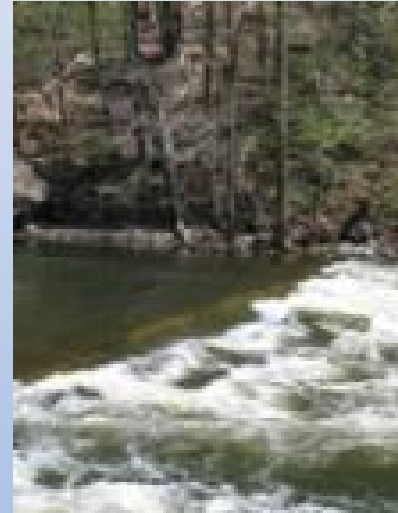
- Trips
 - A full schedule of day trips is organized through the Local Explorers program. A total of ten trips were held last year.
 - Charter trips are also scheduled throughout the year – with six occurring in the last 12 months.
- Senior programs run by the department:
 - Six exercise classes per week.
 - Arts and crafts classes.
 - Current events discussion group.
 - Book club at the Croton Free Library.
 - Occasional lectures and speakers.



Seniors making lotus lanterns in a class.

Recreation Department & Village Parks

- The Parks Division is now administered through the DPW; previously it was under the purview of the Recreation Department.
- However, there is still daily coordination that occurs due to scheduling needs of fields and other programs that are scheduled.
- The Parks Division performs daily maintenance, renovations and upgrades to the Village's ten primary parks with roughly over 75 acres.

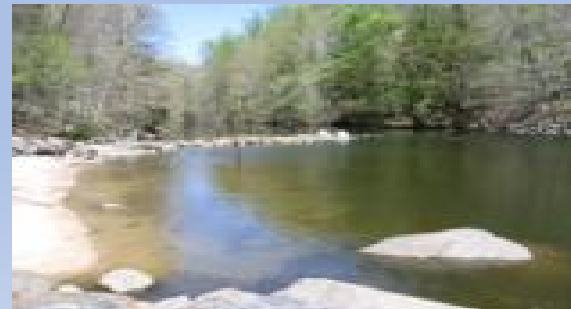


From L: Black Rock Park, Duck Pond Park, Dobbs Park

Recreation Department & Village Parks

Examples of work done by the parks division:

- Lawn maintenance - cutting, weed-whacking & trimming.
- Tree care - trimming & removal.
- Field maintenance - field lining & clay maintenance.
- Playground/Park maintenance - litter and debris pickup, replenish wood fiber chips, equipment inspections & repairs.
- Leaf removal within village parks and playgrounds.
- Supporting the department's programs and special events during the year.
- Coordinating with various athletic groups (little league, AYSO, high school, etc.).
- Interaction with the beautification committee.
- Boat basin and kayak/canoe launch support.
- Support for the Croton Seniors (meeting setup and breakdown, picnic & parties).



From L: Senasqua Park, Croton Landing, Silver Lake

Day-to-Day Operations of the Department

- While the recreation department is at its busiest during the spring and summer months, work is ongoing throughout the year to plan for these activities as well as the others that occur during the other months.
- These next few slides, while not an exhaustive list, will attempt to explain the day-to-day operations of the department.

Day-to-Day Operations of the Department

- Planning for the three seasonal brochures.
 - This requires a high level of coordination with the instructors with planning the dates/times/place and length of classes/programs.
- Interviewing new hires for camps, Silver Lake and instructors for programs.
 - The process for summer hires begins in early January, whereas instructor interviews occur throughout the year.
- Handling all paperwork for new and returning employees (approximately 100) such as their applications, contracts, tax forms and background checks.
 - This is handled in close coordination with the Village Clerk and Deputy Treasurer.
- Filling out permit applications for Day Camp, Tiny Tots Camp and Silver Lake for Westchester County Health Department and following the codes that are required to operate them.

Day-to-Day Operations of the Department

- Filling out school use applications for the numerous programs that are run within the school district's three buildings (CET, PVC & CHHS).
- Providing photo ID cards for village and school district residents throughout the year.
 - Additional evening and weekend hours are scheduled during the spring and summer months for the convenience of residents.
- Overseeing the scheduling of fields (Dobbs, Duck Pond, Manes, Firefighters, Croton Landing & Vassallo) with the Croton-Harmon School District and various athletic groups within the community such as Little League, AYSO, Youth Lacrosse and adult soccer & football leagues.
- Overseeing the scheduling of the Recreation Conference Room and the Community Room at the Municipal Building.

Day-to-Day Operations of the Department

- Managing the Senasqua Park Boat Basin, Echo Canoe Launch and pavilion rentals at Senasqua Park.
- Ordering required supplies for programming and the office throughout the year.
- Handling registration for programs and assisting the general public in various ways.
- Publicizing the offerings and special events held by the department through flyers, newsletters and Village e-Alerts that go out at least twice a month.
- Interacting with the other Village departments to accomplish the goals of the department.