

**West Manchester
Township**
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**PARKS & RECREATION REPORT
JUNE 2025**

- A. Staff continue with on-boarding the new online registration/reservation software (RecDesk). Staff plan to go live with the new system by the end of July and will announce account creation to the public within the next few weeks.
- B. Orientation for summer playground paid staff and CIT's was held June 9-11. We have 18 staff and 33 CITs working for us this summer at a total of 3 sites. Total enrollees: 289 (as of 6/16).
 - Staff implemented a summer playground staff handbook for training and parent handbook and calendar of events to be transparent with all information and expectations at the start of the program.
 - Office and summer paid staff all became CPR/AED + First Aid Certified on June 10, 2025.
- C. Staff redesigned the West Manchester Township Parks and Recreation webpages by uploading and updating all necessary information.
- D. Staff created a new logo for the department.
- E. Staff represented the township at "Main Street Meets the Mountains: Harnessing the Recreation Economy" event, "Take Me Fishing" event, a YARD (York Area Recreation Directors) partnership with the Fish & Boat Commission as well as the "Happy Tails at Happy Trails" event at Westgate Park/Normandie Ridge Senior Living.
- F. K. Paul and M. Swartz attended a Playground Maintenance Workshop with PRPS (Pennsylvania Recreation and Parks Society) at the end of May. Staff learned tips, techniques, and procedures for maintaining safe playgrounds.

Respectively submitted,
Kelsey Paul
Parks and Recreation Director