



MEMORANDUM

TOWN OF PONCE INLET, TOWN MANAGER DEPARTMENT

We strive to be professional, caring and fair

To: Jeaneen Witt, Town Manager
From: Amy Zengotita, Parks/Rec & Museum Educator
Date: August 2, 2016
Subject: Museum Educator's end of the month report for July 2016

Below is the summary of the Museum Educator's activities during the month of July.

Visitor Attendance	248
Tours	18 hrs. (Marine Science Center Camp Tours)
Projects	11 hrs. (Green Mound National Registry Nomination; Green Mound Management Plan; researched and obtained quotes for a historic marker for Winterhaven Ave.)
Administration	24 hrs. (Organized and maintained volunteer schedule; organized and maintained weekly, monthly, and yearly visitor reports; maintained gift shop reports; reviewed Council meeting minutes; reviewed Accession Committee packet; wrote Historic Board staff report; reviewed Historic Board packet; reviewed Council budget workshop packet; conducted volunteer training; oversaw alarm repair at museum)