



## 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: July 13, 2016  
Subject: Museum Educator's end of the month report for June 2016

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

Visitor Attendance	183
Tours	15 hrs. (Marine Science Center Camp Tours)
Programming	4 hrs. (Planned fall program schedule)
Projects	15 hrs. (Green Mound National Registry Nomination; edited oral histories)
Administration	28 hrs. (Organized and maintained volunteer schedule; organized and maintained weekly, monthly, and yearly visitor reports; maintained gift shop reports; reviewed 16/17 & 17/18 budget with Town Manager; reviewed Council meeting minutes; reviewed Accession Committee packet; met with ECHO Grant Management on 143 Beach Street)