

NEW BERN PARKS AND RECREATION INTERNAL COMMUNICATIONS MATRIX

COMMUNICATION TYPE	FREQUENCY	RECIPIENT(S)	RESPONSIBLE PARTY	DETAILS
City Department Head Meeting	Bi-Monthly	Aldermen Department Heads	City Manager	Major business of the City is discussed.
Department Management Staff Meeting	Weekly	Division Supervisors Admin Staff	Director of Parks & Recreation	Important business of the department is covered.
Recreation Division Staff Meeting	Weekly	Program Staff	Recreation Superintendent	Department information and concerns discussed.
Parks & Grounds Staff Meeting	Weekly	Parks & Grounds Maintenance Staff	Parks Superintendent	Work to be performed and other business
Athletic Staff Meeting	As Needed	Athletic Staff	Athletic Supervisor	Discuss Athletic related programs.
Progress Report	Weekly Monthly	City Manager Aldermen General Public	Director of Parks and Recreation	Key department information that occurred during the period.
Department Report	Monthly	Department Staff	Director of Parks and Recreation	Activities/Events occurring in the department for the period.
Website Posts	As Needed	Internal/External recipients	Special Events Coordinator/Director	Department activities/events
Social Media Posts	As Needed	Internal/External recipients	Special Events Coordinator/Special Project Coordinator /Director	Department activities/events
Staff Reports	As Needed	Parks & Recreation Staff	Director of Parks & Recreation	Status updates on activities, programs and projects
Phone calls Emails	As Needed	Parks & Recreation Staff	Parks & Recreation Staff	Status updates on activities, programs and projects