

PARKS AND RECREATION

December 2025

DIRECTOR'S REPORT

Festivals

- Festival website updates are ongoing.
- Facilitated after action meeting for Flotilla.
- Began gathering statical marketing information to present to sponsors.
- Began revising sponsorship packet for 2026.

Miscellaneous

- Continue to work on the pickleball courts project. Several meetings with engineering firm discussing design plans, stormwater plans, and waiting on final costs for those plans. Plan to meet with Pickleball Committee in January to receive feedback on amenities for courts.
- Providing feedback on Visitors Centers plans.
- Began preparing budget documents.
- Manage on-going reservations.
- Attend bi-weekly departmental managers' meeting.
- Continue to manage staff timesheets, hours tracking, and schedules.
- Continue to manage and monitor budget and funds.
- Continue to manage on-going weekly and monthly reservations.
- Continue to manage parks, repairs, and work with the Public Works Department for maintenance.
- Manage community service work program.
- Recreation Center-answer phone calls, assist in managing Pickleball League, process dock, room, and park reservations, process memberships, and oversee day-to-day operations of the Recreation Center.
- Attend pool committee meetings.
- Serve on the Onslow County Senior Games Committee, meetings held once a month.
- Attend weekly Zoom meetings with NCRPA (North Carolina Recreation and Park Association) Director's call.
- Serve on the Jacksonville Onslow Sports Commission board as a liaison. Attend quarterly meetings, update the board on the department's programs, events, and festivals.
- Attend quarterly meetings for the Onslow County Tourism Board
- Attend Board of Commissioner meetings.
- Conduct Parks Advisory Board meetings.

Activity Report

Organization Activity					
From 12/8/2025 to 1/7/2026					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	204	24	9	0	98
Resident	33	4	5	0	14
Non-Resident	171	19	4	0	84
No Residency Set	0	0	0	0	0
Demographics					
< 18	38	1	0	0	16
18 - 65	95	18	8	0	64
65+	71	4	1	0	18
Male	78	13	4	0	33
Female	126	10	5	0	65
Other Genders	0	0	0	0	0
Online vs In-House					
Online	80	0	0	N/A	63
In-Person	124	23	9	N/A	35

Metrics-social media

December

Media Outlet	Followers	Views	Viewers	Content Interactions
Facebook-Parks & Rec	19,450	160,309	32,205	1,196
Facebook-Festivals	9,329	1,704		

Revenue

December

Slip Fee - Town Dock	\$2,849
Rental Fees-Parks	\$105
Rentals Rooms	\$2,460
Rec Program Fees	\$1,095
Gym Memberships	\$150
Dog Park Memberships	\$25
Festival Vendor Fees	\$800

ASSISTANT DIRECTOR MONTHLY REPORT

- Processed Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department
- Compiled daily deposits
- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram
- Created all programs/events in RecDesk for registration
- Completed instructor payouts for recently finished programs
- Completed monthly reservation receipts
- Ordered supplies for upcoming programs and events
- Handled staff scheduling for Rec Center, events, and reservations
- Planned and executed Tiny Trekkers and Sprout Scouts for the month
- Attended Carolinas Parks & Recreation Conference
- Attended Visitor Center Meeting
- Coordinated with TennisBloc for upcoming Spring and Summer programs
- Handled all SantaFest prep and executed event with staff and volunteers
- Trained new staff member
- Executed Handmade Holidays Christmas Sweater program
- Attended Flotilla After Action Meeting
- Created, planned, and scheduled social media for Parks & Recreation programs and events
- Planned and executed Ugly Sweater Pickleball Smash program
- Sent survey to pickleball league about evening hours
- Updated 2026 pickleball league membership packet including play time adjustment
- Promoted and handled Holiday Canvas program
- Created recipe book for Christmas Exchange participants
- Executed Christmas Exchange program
- Planned new adult voice classes with new instructor
- Attended meeting with Fire Chief to discuss new safety programs for 2026
- Began event and program planning for 2026 including dates and vendors

- Continued to work on 2026 Parks & Recreation Sponsorship Packet
- Coordinated with two different theatres for upcoming theatre trips
- Began working on 26-2027 budget
- Began planning athletic toddler programs with grant money

Planned Programs and Events

Christmas Wreath – December 4th

- 5 registered and 5 attended

Tiny Trekkers Frosty Adventures – December 12th

- 11 registered and 11 attended

Jolly Little Sprouts – December 19th 10 AM & 11:30 AM

- 20 registered and 11 attended

SantaFest – December 6th

- Estimated 350 + in attendance

Holiday Canvas December 15th – 18th

- 12 participated
- Over 300 votes

Ugly Sweater Pickleball Smash – December 12th

- 41 registered and 40 attended

Christmas Exchange – December 18th

- 11 registered and 11 attended

Tai Chi Classes – November 6th – December 18th

- 13 registered and 3 waitlisted

Handmade Holidays Holiday Sweater – December 11th

- 7 registered and 5 attended