

PARKS AND RECREATION

January 2026

DIRECTOR'S REPORT

Festivals

- Festival website updates are ongoing.
- Completed redesign of 2026 sponsorship packet.
- Began contacting key media sponsors.
- Met with WNCT-9 to devise marketing plan for the 2026 festival year.
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Miscellaneous

- Continue to work on the pickleball courts project. Several meetings with engineering firm discussing design plans, stormwater plans, and received estimated costs for those plans. Met with Town Manager for review. Will review with BOC at mid-year budget review and prepare for a formal presentation at a public meeting. Met with Pickleball Committee to update them on progress and receive feedback on amenities for courts.
- Providing feedback on Visitors Centers plans.
- Budgeting: prepared documents, working on CIP plans, staffing needs, and obtaining quotes needed for the upcoming budget year, worked with Assistant Director on budgeting process, providing guidance and reviewing line items she would be responsible for.
- Preparing on-going reservation documents for both youth and adult soccer associations.
- Attended the local coordinators conference for State Senior Games representing Onslow County Senior Games.
- Conducted site visit to Morehead City Parks to see their pickleball courts, taking photo's for reference.
- 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
Dec 16-Feb 16

Organization Activity

From 12/18/2025 to 2/16/2026

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	416	41	27	0	210
Resident	54	10	19	0	29
Non-Resident	362	30	8	0	181
No Residency Set	0	0	0	0	0
Demographics					
< 18	109	5	3	0	55
18 - 65	173	33	19	0	125
65+	134	2	5	0	30
Male	171	24	14	0	78
Female	245	16	13	0	132
Other Genders	0	0	0	0	0
Online vs In-House					
Online	160	0	0	N/A	139
In-Person	256	40	27	N/A	71

Metrics-social media

January

Media Outlet	Followers	Views	Viewers	Content Interactions
Facebook-Parks & Rec	19,549	149,600	25,400	942
Facebook-Festivals	9,333	6,000	2,900	79

Revenue

January

Slip Fee - Town Dock	\$1,372
Rental Fees-Parks	\$25
Rentals Rooms	\$3,295
Rec Program Fees	\$5,000
Gym Memberships	\$710
Dog Park Memberships	\$50
Festival Vendor Fees	\$2350

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
- Began obtaining festival quotes for 2026
- Attended Pickleball meeting to discuss 2026 programs and new wind screens
- Finalized wind screen purchase
- Created a gym survey for our members about new equipment
- Processed Touch-A-Truck vendor applications
- Attended Supervisors meeting
- Planned and advertised upcoming Valentine's programs
- Began contacting PirateFest entertainers and receiving proposals
- Attended Fire Safety Programming with Fire Chief
- Completed Parks & Recreation Sponsorship Packet
- Created and advertised fire safety program survey
- Began planning all purchase orders for Youth Sports Grant
- Met with staff to discuss future programs and began planning new program ideas
- Attended Special Events meeting
- Completed all necessary budget data for Anna

Planned Programs and Events

Frost & Foam Winter Mug – January 14th

- 12 registered and 12 attended

Tiny Trekkers Little Astronauts – January 23rd

- 12 registered and 7 attended

PJ Party Sprouts – January 16th

- 16 registered and 16 attended
- 2 waitlisted

Music Bingo – January 8th

- 43 registered and 31 attended

Tai Chi – January 8th – February 12th

- 12 registered and 4 waitlisted

Adult Voice Classes

- 10 registered