



RECREATION DEPARTMENT MONTHLY REPORT April 2011

STAFF: Norma Jean Page, Recreation Director
Karrie Ferrell, Assistant Director (programs)
Ben Hull, Recreation Supervisor (athletics)
Will McElheny, Recreation Supervisor (special events)
Christina Willson, Community Specialist
Miklos "Nick" Bako, Parks & Grounds Supervisor
Shelia Redmon, Parks & Facilities Specialist

PROGRAMS & ACTIVITIES

Karrie Ferrell

Auditions/ Acting

Peter Pan rehearsals are being held Monday thru Thursday at 6:00 p.m. - 8:00 p.m.; forty-five (45) adults and children were cast in the production. *Peter Pan* posters have been delivered to local business and given to the play director for distribution. Tickets went on sale Tuesday, April 26th; they are \$5 per person and free for children 6 years and under. Performances will be held May 25th – May 28th at 7:00 p.m. Tickets must be purchased in advance. Doors will open 30 minutes prior to start of each show. Jimmy Ward, Director.

Babysitting Course

The next babysitting class will be held on Saturday, May 7th. No one is registered at this time. American Red Cross instructor

Ballet

Eleven (11) children are enrolled in Ballet. Classes are held Mondays at 12:30 p.m. in the High Tide/Low Tide Room. This session will end on Monday, May 9th, and classes will stop for summer camps and activities. Ballet classes will resume in September. Kim Chesley-Breland, Instructor

Dog Obedience

Kinderpuppy: March 14th

Thirteen (13) people are participating in the current session of Kinderpuppy. Classes are held on Mondays at 6:30 p.m. in the gymnasium. The next session of Kinderpuppy is scheduled to begin Monday, May 9th; six (6) people have enrolled for the new session.

Companion Dog Obedience: March 14th

Seven (7) people are registered for the Companion Dog class. Companion class is held on Monday at 7:30 p.m.

Canine Good Citizenship: May 9th

Three (3) people are enrolled in the Good Citizenship class. Class will be held on Mondays at 7:30 p.m. in the gymnasium. Susan Marrett, Instructor

Evening Yoga

April: Twelve (12) people participated in the yoga class; three (3) people paid for the month, and all other participants paid by the class. Classes are held on Mondays and Wednesdays at 5:30 p.m. in the High Tide/Low Tide Room. Jen Schoolfield, Instructor

Gather Knit & Stitch

April: Eight (8) participants took part in the Gather Knit & Stitch program which was held on Mondays from 10:00 a.m. – 11:30 a.m. in the Lobby.

Guitar Lessons

April: Three (3) people were enrolled in guitar lessons. Classes were held Tuesdays at 4:15 p.m. for ages 8-12 and at 5:15 p.m. for 13 years and older. Lee Archer, Instructor

Gymnastics/Tumbling

April: Eight (8) participants were enrolled in gymnastics. Classes are held on Tuesday at 3:30 p.m. in the Palmetto Room and will end on Tuesday, May 10th. Gymnastics classes will not be held during the summer months, but will resume in September. Tricha Tapio, Instructor

Hip Hop: Ages 5 -12

Seven (7) children are participating in youth hip hop, which is held on Tuesdays at 6:15 p.m. in the Low Tide Room. Classes will end on Tuesday, May 10th and resume in September. Emily Self, Instructor

Hip Hop (Adult)

April: Thirty three (33) people have participated in the adult Hip Hop class. Adult Hip Hop is an hour and fifteen minute intense dance workout; each class begins with a warm-up and continues with learning dance-moves to songs. Classes were held on Thursdays at 7:00 p.m. in the High Tide/Low Tide Room. Angel Roberts, Instructor

Jump Start

2011-2012 Jump Start registration began in January; participants must be four years old by September 1, 2011. Eleven (11) children have registered for the Monday/ Wednesday/ Friday classes, and three (3) have registered for the Tuesday/Thursday classes. Registration will continue until all spaces are full. The maximum participation is ten (10) students per class. The Jump Start school calendar parallels the Charleston County School calendar and City of Isle of Palms holiday calendar. Robin Lee, Instructor.

Keenagers

April: Forty-five (45) members attended a potluck lunch in April; Jef Wilson led a sing-along for the senior group. Seventeen (17) attended Lunch Bunch at Bacco Italian Restaurant. The April trip to Magnolia Plantation and Gardens was cancelled due to low participation numbers. The last Keenager meeting for the season is scheduled for Wednesday, May 4th at noon.

Kensington Etiquette: Ages 4-5 & 6-12

Four (4) people enrolled in the etiquette class for March 2nd at 4:00 p.m.; participants learned basic manners and conversational skills in a fun and interesting way. The six (6) week course was held on Wednesdays in the Magnolia Room. Kensington Etiquette of Charleston Instructor.

Middle School Dance

The next dance is scheduled for May 13th at 7:00 p.m. Dance is \$5 at the door.

Mah Jongg

Seven (7) people played in the month of April. Mah Jongg is scheduled for Mondays from 12:30 p.m. - 3:00 p.m., and participants supply materials for this activity.

Mommy & Me

April 13th sixteen (16) mommies and children gathered, socialized and played. Mommy & Me is held on the 2nd Wednesday of the month from 9:30 a.m. to 11:00 a.m. in the Palmetto Room. The last session of Mommy & Me will be held on May 11th; the organized playgroup will resume in September.

Saturday Yoga

April: Seven (7) people have been participating in the Saturday class that meets from 10:00 a.m. - 11:15 a.m. in the High Tide/Low Tide Room. Jen Schoolfield, Instructor

School's Out Activities/Spring Break

Daily activities were planned for children ages 7-14 years old during the week of April 18th – April 22nd, Charleston County School District Spring Break activities/games were held from 1:00 p.m. – 3:00 p.m.

Monday, April 18th: Dodgeball - thirty-six (36)

Tuesday, April 19th: Kickball – twenty-five (25)

Wednesday, April 20th: Capture the Flag – thirty-seven (37)

Thursday, April 21st: Basketball – thirty-two (32)

Friday, April 22nd: Fitness Fun Day - thirty-two (32) played dodgeball in gymnasium due to inclement weather. Activities were free and supervised by Recreation staff.

Semi-Personal Training

April: Three (3) people have been participating in the evening Semi-personal Training classes held on Tuesdays and Thursdays at 5:30 p.m. Two (2) people were enrolled in the morning classes held on Tuesdays and Thursdays at 10:30 a.m. Geri D'Italia, Instructor

Senior Aerobics

April: Twenty-five (25) people have been participating in the Senior Aerobics class. Classes are open to all levels of exercise and are offered at the nominal fee of \$5 per class or \$30 for the month. Classes were held on Tuesdays and Thursdays from 3:00 p.m. – 4:00 p.m. Judy Fischer, Instructor

Senior Exercise

April: Sixty-two (62) active seniors participated in the classes that continue to have a waiting list; classes are held on Mondays, Wednesdays & Fridays at 3:00 p.m. in the High Tide/Low Tide Rooms. Judy Fischer, Instructor

Tae Kwon Do

Youth April: Ten (10) participants attended youth Tae Kwon Do offered Saturdays in the gym at 9:00 a.m. New participants can join the youth class in January, June and September.

Adult April: Twenty - Three (23) participated in the adult class offered Saturdays in the gym from 11:00 a.m. to 12:00 noon, Wednesdays in the gym from 7:00 p.m. to 9:45 p.m., and Mondays in the Magnolia Room from 6:30 p.m. to 7:30pm. Adults can join class anytime. Dr. Jack Emmel, Instructor

Tae Kwon Do Tournament

Tae Kwon Do Tournament was scheduled for Saturday, April 9th, and approximately seventy (70) people participated in the event. The tournament started at 10:00 a.m. and ended around 5:00 p.m. Carvel was on-site Saturday afternoon to offer a lunch option for the tournament participants. Dr. Jack Emmel, Tournament Instructor

Tiny Tots

The Tiny Tots program is full with seven (7) participants in class. Enrollment for the 2011-2012 school-year is closed. Both the Monday/Wednesday/Friday and the Tuesday/Thursday classes are full with seven (7) participants, and a waitlist for the 2011-2012 school-year has been started. Cathy Adams, Instructor

Total Body Challenge (TBC)

April: Fifteen (15) people participated in the group fitness classes held Monday – Friday at 8:00 a.m. to 9:00 a.m. in the High Tide/ Low Tide Rooms. Pat Boyd and Angela Reinhardt, Instructors

Yoga

April: Ten (10) people have been participating in yoga classes held on Tuesdays and Thursdays in the High Tide/Low Tide Rooms from 12:30 p.m. – 2:00 p.m. Pat Boyd, Instructor

Zumba

Fifty (50) ladies participated in the Zumba class for March. Twenty (20) participants have paid for the session while all other participants are paying by the class. Participants can buy four (4) classes for \$25 or eight (8) classes for \$50; participants also have the option of paying \$8 per class. Classes are held Mondays and Wednesdays at 6:45 p.m. in the High Tide/Low Tide Room. Dale Ellison, Instructor

Miscellaneous Work:

- Created employee schedules.
- Met with staff and part-time employees.
- Conducted daily employee shift change meetings.
- Made weekly deposits for Recreation Department.
- Computer Instructor payroll
- Sent *The Island Eye News* Recreation pictures and information, when requested.
- Updated website.
- Interviewed for Evening Desk Attendant position
- Hired new part-time employee Geri Turnamian as evening desk attendant
- Assisted with front-desk duties and class check-ins.
- Rec Trac system upgrades and maintenance work

- Weekly Public Service Announcement for local newspapers.
- Training of front-desk staff, Community Specialist and Evening Attendant.
- Attended April Recreation Meeting, April 5th
- Instructed Total Body Challenge Class, April 11th
- Assisted with Yard Sale, April 16th
- Attended Ways & Means Budget Workshop, April 19th
- Instructed Basket & Bunnies Activity, April 22nd
- Assisted with Easter Egg Hunt, April 23rd
- Attended Supervisory Drug Education and Sexual Harassment training, April 28th

ATHLETICS

Ben Hull

Spring Softball

Six (6) teams are competing in the 2011 spring season. Games began on Monday, March 14th and are played every Monday and Wednesday evening. Windjammer, captained by Larry Trace, is currently in first place with a 10-1 record. Seaworthy, captained by David Sykes, is following closely behind in second place with an 8-1 record. There has been only one (1) forfeit this season to this point. The regular season is scheduled to end Wednesday, May 4th, and a double-elimination tournament will follow. Lowcountry Officials umpire games, while a Recreation staff member is on-site to keep score. Regular season champions and runners-up will receive a plaque, and tournament champions will receive championship t-shirts

Adult 3-on-3 Basketball

Ten (10) teams have registered to play in the league, including two (2) new teams. The season started on Thursday, March 18th, and games are being played on Tuesday evenings. The Hornets, captained by William Worthy, is currently in first place with a 6-1 record; Chem South, captained by Tom Oppold, follows closely behind with a 5-1 record. The regular season will end on Thursday, May 13th, and a double-elimination tournament will follow. The players officiate the games, and a Recreation staff member is on-site to keep score. Regular season champions will receive champion shirts. Tournament champions will receive champion t-shirts.

13th Annual Half Rubber Tournament

The 13th Annual Half Rubber Tournament is scheduled for Saturday, August 20th and Sunday, August 21st, if needed. The Captains' meeting/check-in will begin at 7:30 a.m., and games will begin at 8:00 a.m. The registration fee is \$20 per person, and teams consist of 3 or 4 players. Sponsors for the tournament are being solicited for 1st, 2nd and 3rd place winners.

Youth Sports

Baseball

Registration for baseball was held January 18th – February 11th for Isle of Palms residents; open registration began Monday, January 24th and ended February 11th. Mandatory player/parent meetings were held Tuesday, March 1st. The Fast Start meeting began at 5:30 p.m.; T-Ball, Machine Pitch and Youth Baseball meeting began at 6:45 p.m. Every team leader and coach received a packet containing ways to create skill drills that can be used to make practice a fun learning experience. Coaches and players received their team assignments, player information, league rules and league schedule. Youth Baseball pictures were held on Wednesday, April 13.

Fast Start Baseball (3 & 4 year olds)

A parent from each team was appointed the team leader; team leaders are responsible for planning the activities. Activities were scheduled for Saturdays and consisted of fundamental learning drills. Activity days were held on Saturday mornings on the soccer field and began on Saturday, March 5th. The season ended on Saturday, April 16th, and all participants received a medal.

T-Ball (5 & 6 year olds)

A coaches' meeting was held Wednesday, February 23rd at 5:00 p.m. Games are played on Saturday mornings on the baseball field; practices were held through March, and games kicked off Saturday, April 9th. The season will end on Saturday, May 21st. Coaches umpire games; no scores or league standings are kept. All participants will receive a trophy.

Machine Pitch (7 & 8 year olds)

A coach's meeting was held Wednesday, February 23rd at 5:15 p.m. Games will be played on Saturday mornings on the softball field. Practices have been held through March, and games kicked off Saturday, April 9th. The season will end on Saturday, May 21st. Coaches umpire the games; no scores or league standings are kept. All participants will receive a trophy.

Youth Baseball (9 – 12 years old)

The skill evaluation/coach meeting was held on Wednesday, February 23rd at 6:00 p.m. Practices were held through March, and games kicked off Tuesday, April 5th. Regular season runners-up and champions will receive trophies. Post-season runners-up and champions will receive plaques. Lowcountry Officials umpire the games while Recreation staff is on-site to keep score.

Youth Baseball Participation

Fast Start Baseball	Total: 42	Isle of Palms: 15	Non Residents: 27
5/6 T-Ball	Total: 51	Isle of Palms: 29	Non Residents: 22
7/8 Machine Pitch	Total: 35	Isle of Palms: 13	Non Residents: 22
9/12 Cal Ripken	Total: 45	Isle of Palms: 36	Non Residents: 9

Friday Night Hoops

Friday Night Hoops is an opportunity for youth ages 7–12 years to participate in a basketball clinic where Scottie Frier and Recreation staff supervise, instruct and play from 6:00 p.m. – 8:00 p.m. The most recent Hoops session was offered on March 25th; six (6) players participated and learned the various skills of basketball. The next Friday Night Hoops will be offered on May 6th. There is a \$10 registration fee per athlete, and all participants receive a shirt, towel, magnet or duffle bag during each session.

Friday Night Hoops Participation:

November 19 th	Session Total: 17	Isle of Palms: 12	Non-Residents: 5
December 3 rd	Session Total: 13	Isle of Palms: 10	Non-Residents: 3
December 17 th	Session Total: 4	Isle of Palms: 2	Non-Residents: 2
January 7 th	Session Total: 10	Isle of Palms: 7	Non-Residents: 3
January 21 st	Session Total: 23	Isle of Palms: 16	Non-Residents: 7
February 11 th	Session Total: 16	Isle of Palms: 9	Non-Residents: 7
March 11 th	Session Total: 6	Isle of Palms: 5	Non-Residents: 1
March 25 th	Session Total: 6	Isle of Palms: 4	Non-Residents: 2

Friday Night Spikes

Friday Night Spikes is an opportunity for youth ages 7–16 years to participate in a volleyball clinic where Laura Togami and Recreation staff supervise, instruct and play from 6:00 p.m. – 8:00 p.m. Teens will learn and improve the fundamentals of volleyball through drills and instruction aimed at developing the whole player. The next session of Friday Night Spikes will be held on Friday, April 29.

Friday Night Hoops Spikes Participation:

March 4	Session Total: 9	Isle of Palms: 5	Non-Residents: 4
March 18	Session Total: 13	Isle of Palms: 9	Non-Residents: 4
April 1	Session Total: 13	Isle of Palms: 10	Non-Residents: 3

Youth Dodgeball Pick Up Games

Pickup dodgeball games were scheduled April 13th from 3:45 p.m. - 5:00 p.m. This activity is for children 7-12 years old and is free to participate. Children can sign up in advance or just show up to play. Games took place in the IOP gymnasium. Recreation staff is on-site to supervise these games.

Dodgeball Pick Up Games Participation:

March 9 th	Session Total: 31
March 23 rd	Session Total: 7
April 13 th	Session Total: 9

Isle of Palms Beach Run

The Isle of Palms Beach Run is scheduled for Saturday, July 23rd. The Beach Run consists of a 5K Run/Walk beginning at 8:00 a.m. and Youth Fun Runs beginning at 9:00 a.m. The registration fee is \$20 for the 5K Run/Walk and \$5 for the Youth Fun Run. Packet pickup will be held on Friday, July 22nd from 4:00 p.m.-6:30 p.m. at the Windjammer. The 5K Run/Walk winners will receive medals. All Youth Fun Run

participants will receive participation ribbons and Carvel Ice Cream coupons. All sponsors are finalized.

Athletic Camps

Baseball Camp (7-12 year olds)

Camp is scheduled for June 13th – 17th from 9:00 a.m. – 12:00 p.m. Currently, four (4) children are registered for camp, and the camp will be instructed by Matt Ishee. Campers will receive an IOP Baseball Camp Certificate, magnet, East Cooper Sporting Goods gift certificate and camp shirt. Miscellaneous awards will be given throughout the week as rewards for the campers.

Rising Stars Basketball Camp (5-13 year olds)

The Isle of Palms Rising Stars Basketball Camp is instructed by Rising Stars Staff. Half-day camp will run from 9:00 a.m. - 12:00 p.m. with full-day camp running from 9:00a.m. - 4:00 p.m. The registration fee for half-day camp is \$125 and \$180 for full-day camp. Currently, twenty three (23) children are registered for the full-day session, and six (6) are registered for the half-day camp. Campers will receive a camp shirt, head band, basketball and water bottle.

Girls Volleyball Clinic (10-15 year olds)

The Isle of Palms Volleyball Clinic is instructed by Wando High School Volleyball Coach Alexis Glover. The clinic is scheduled for July 5th - 8th from 9:00 a.m. - 12:30 p.m. The registration fee is \$125 and is open to girl's ages 10-15 years old; currently, thirteen (13) children are enrolled in camp. The camp is limited to 50 participants. Campers will receive a camp shirt.

Boys Lacrosse Camp (7-18 year olds)

The Isle of Palms Lacrosse Camp is instructed by Lowcountry Lacrosse. The Boys Lacrosse Camp is scheduled for July 18th - 22nd from 9:00 a.m. - 12:00 p.m. The registration fee is \$125 for residents and \$130 for non-residents; currently, fifteen (15) children are registered for the introduction session. Campers will receive a 1-year membership to US Lacrosse, reversible pinny, lanyard and sticker.

Girls Lacrosse Camp (7-18 year olds)

The Isle of Palms Lacrosse Camp is instructed by Lowcountry Lacrosse. The Introduction to Lacrosse Camp is scheduled for July 25th - 29th from 9:00 a.m. - 12:00 p.m., and the registration fee is \$125 for residents and \$130 for non-residents. Currently, two (2) children are registered for the girls' session; the minimum number required to hold the camp is fifteen (15) participants. Campers will receive a 1-year membership to US Lacrosse, reversible pinny, lanyard and sticker.

Soccer Camp (5-13 year olds)

The Isle of Palms Soccer Camp is instructed by Suarez Soccer School and is scheduled for August 1st - 5th. The registration fee for a half-day of camp is \$125, while the registration fee for the full-day of camp is \$180. Currently, fifteen (15) children are registered for a full-day and eight (8) for a half-day. Campers will receive a camp t-shirt.

SPECIAL EVENTS

Will McElheny

Yard Sale

The Annual Yard Sale was held on Saturday, April 16th, 2011. Fifty-three (53) spaces were available and set up from 27th to 29th Avenues along Hartnett Boulevard and fifty (50) vendors participated. Due to inclement weather, some vendors chose not to participate, but the rain did not stop the community from shopping. The event had a good turnout. Goodwill Industries was on-site to collect any unwanted items. Advertising included *The Post and Courier* two weeks prior to the event, the city information boards and the City E-newsletter.

Baskets and Bunnies

Baskets and Bunnies' was held on Friday, April 22nd at 10:00 a.m. Fourteen (14) people registered for the event and nine (9) participated. Participants decorated Easter baskets and made marshmallow bunnies. The activity cost \$5 per person and was held in the Magnolia Room. Recreation staff supervised the event.

Easter Egg Hunt

The Easter Egg Hunt was held on Saturday, April 23rd from 10:00 a.m. to 12:00 p.m. Over eight hundred (800) children attended this year's event and enjoyed inflatable games from Charleston Jump Castle, pony rides from Lowcountry Animals, face painting, a balloon artist and Carvel Ice Cream – all activities were free to participants. Two (2) Easter Bunnies were on-site and available to greet children and gave families the opportunity for photos. Children were divided into four (4) age groups – 3 & under, 4 to 6, 7 to 9 and 10 to 12. The Wando Beta Club volunteered their services to hide Easter eggs and pass out candy. Members from the Keenagers group stuffed Easter Bags with candy at their April meeting.

Upcoming Events

Wellness Connection

The Wellness Connection is being held on Wednesday, May 18th at 12:15 p.m. in the Magnolia Room of the Isle of Palms Recreation Department. Dr. Jason Gunn will be speak and provide information on sleep disorders. The Wellness Connection is open to the public and City employees.

Piccolo Spoleto Sand Sculpting Contest

The annual Sand Sculpting Contest will be held on Saturday, May 28th at 9:00 a.m. The 2011 Sand Sculpting t-shirt has been designed and ordered, and the first two hundred (200) people registered are guaranteed a free t-shirt. Sponsorships continued to be secured from local businesses; they include Windjammer, Sea Biscuit, Barrier Island ECO Tours, Carvel, Charleston Battery, Twin River Lanes, Coconut Joe's. Individuals will have the opportunity to participate in one (1) of seven (7) categories this year; the categories are Children, Young Adult, Family, Adult, Most Creative, Best Architectural, and Best in Show.

Camp Summershine/ Wee Camp

Registration began Monday, March 28th for Isle of Palms' residents and Monday, April 11th for non-residents. As of March 29th spaces for Camp Summershine and Wee Camp were limited; currently all weeks of camp are full. Parents received a camp Survival Guide at the time of registration; it consists of rules and regulations, weekly field trips and daily information for campers and parents. Campers will receive a t-shirt and water bottle on the first day of camp. Each week has a theme, and activities for the week will be focused on that theme. Themes for the 2011 summer camp include *Sweet Treat Week, Wet and Wild, Dodge This, Island Idol and much more*. During those weeks, the campers will have the opportunity to go on field trips to Blackbeard's Cove, Splash Zone, and Carolina Ice Palace, and Charleston Jump Castles come to the Camp.

COMMUNITY SPECIALIST

Christina Willson

Daily Responsibilities

- Completed opening procedures and reported damages to supervisor
- Readied classrooms for next program when supervisors unavailable
- Updated Department's media center as needed
- Registered class participants, answered phones and welcomed visitors
- Updated daily front-desk information folders
- Monitored security cameras
- Managed the sign-in sheets for gymnasium and Cardio Room
- Answered questions regarding current and upcoming programs/events
- Assisted the Director and other staff members on a regular basis
- Prepared purchase orders for staff
- Participated in daily/weekly staff meetings
- Continued to post and update events and activities onto community calendars and media outlets event sites/contacts
- Worked in Microsoft Publisher to complete following months' main and room calendars that display daily programs and activities
- Organized plastic eggs for Easter Egg Hunt event

- Showed first-time visitors around Recreation Center and introduced them to all of our accommodations and programs that are available.
- Updated and maintained Recreation portion of City website
- Completed housekeeping duties when supervisor was unavailable

Other Duties

- Matched invoices to purchase orders and filed
- Called Keenagers/Seniors to remind them of the April meetings and activities/trips
- Located and entered special events/newspaper articles into binder
- Maintained lost-and-found folder and bins
- Completed and sent out weekly PSA's
- Helped to create program rosters and sign-in sheets
- Contacted local machine vendors for machine repair
- Assisted with Resident/Non-Resident Summer Camp registration
- Created weekly communication bulletins, titled "IOP Rec Center: A Week in Review," consisting of weeklong updates for part-time employees
- Dressed up as Easter Bunny for Tiny Tots/Jump Start Easter party
- Captured pictures during the Spring Break Activities to archive events

Most Frequently Asked Questions

"Do you have a pool?"

"What is the cost to use the cardio room/gym if we are just visiting?"

"Do you offer tennis lessons?"

Most Frequent Unsolicited Comments

"This building is incredible"

"The Spring Break Activities are so great for the kids"

"We really appreciate everything you guys do here, my kids love coming here"

Front Desk Summary: Monday – Friday

Walk-Ins: 224

Phone Calls: 261

Open Gym Participants:

Residents: 79

Non-Residents: 135

Cardio Room Usage: 242

PARKS & FACILITIES

Shelia Redmon

Housekeeping

- Performed routine housekeeping duties
- Completed monthly safety inspections
- Cleaned and serviced maintenance equipment
- Replaced and refilled air fresheners and other sanitary devices
- Sanitized ice machines
- Supervised monthly pest control service

Facility Preparations

- Assisted with the set-up of gymnasium and class rooms for daily scheduled programs, athletics, activities, meetings and special events

Interior Maintenance

- Serviced and cleaned Cardio room equipment
- Unclogged toilets and drains as needed
- Replaced light bulbs, fixtures and ballast as needed
- Supervised Palmetto Fitness Repair during Cardio Room equipment repairs
- Machine cleaned and polished gym floor

Exterior Maintenance

- Inspected playground equipment and removed graffiti
- Removed trash and debris from around the building

Miscellaneous

- Attended staff meetings and Wellness Connection
- Placed phone calls to and met with supply sales representatives
- Ordered and received maintenance supplies
- Updated the maintenance records
- Assisted Public Works with City trash can refurbishment

PARKS & GROUNDS MAINTENANCE

Nick Bako

Recreation Building and Activities

- Completed monthly reports
- Assisted in monthly functions, set-up of classrooms, athletics, activities, meetings and special events
- Installed five (5) Exit signs in the old section of building, replacement needed due to corroded wires

- Rewired and replaced two (2) light fixtures for walkway lighting system
- Cleaned trash receptacle tops at front entrance

Recreation Grounds

- Installed new flags for Frisbee golf course system
- Applied mulch around the building and playground
- Cleaned building gutters
- Cleaned picnic shelter flooring
- Filled areas at Harnett, multi-field and at Doggie Park

Playground

- Adjusted P.A.R.D. sign at entrance to playground
- Raked and leveled playground mulch as needed
- Hammered spikes back into ground for the border of play area

Basketball and Tennis Courts

- Installed two (2) new basketball nets
- Trimmed shrubs around the exterior of fence at tennis court
- Installed two (2) new trash receptacles and caddy on tennis court
- Secured windscreen on tennis court
- Replaced tennis net
- Replaced light bulb at tennis court

Baseball (Scalise) Field

- Installed and secured temporary fencing at baseball field
- Filled holes in the outfield of the baseball field
- Replaced broken temporary fence post at baseball field

Softball (Clarkin) Field

- Applied weed killer to areas in and around dugout
- Replaced one (1) transformer and light bulbs for proper field lighting

Soccer Field

- Fertilized field with 5-10-31
- Applied gypsum to field
- Replaced light bulbs in scoreboard
- Aerated field
- Applied topsoil and sand mixture to field as needed

Bark Park

- Repaired bulletin board at entrance of Doggie Park
- Filled large holes as needed.

Multi-purpose Field

- Picked up debris and maintained as needed
- Filled holes as needed

Equipment

- Washed truck and golf cart
- Repaired right rear tire on the golf cart
- Sharpened mower blades