



# **RECREATION DEPARTMENT MONTHLY REPORT January 2012**

**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

### **Babysitting Course**

The next babysitting class is scheduled for Saturday, February 4<sup>th</sup>. Nine (9) people are currently enrolled. The class is for boys and girls ages 11 – 14 years old; participants will learn first aid, nutrition and baby care. The course will be instructed by the American Red Cross.

### **Ballet**

Nine (9) ballerinas are enrolled in the January 9<sup>th</sup> – March 26<sup>th</sup> session. Classes are held on Mondays at 12:30 p.m. in the High Tide/ Low Tide Rooms. Kim Chesley-Breland, Instructor.

### **Boater Education**

The next Boater Education class is scheduled for April 14<sup>th</sup>, 2012. Participants need to register through SCDNR. Instructed by Department of Natural Resources

### **Dog Obedience**

#### Kinderpuppy - January 9<sup>th</sup>

Ten (10) people are participating in the Kinderpuppy class. Classes are held on Mondays at 6:30 p.m. in the gymnasium. The next session of Kinderpuppy is scheduled to begin Monday, March 12<sup>th</sup>, 2012.

#### Just the Basics: January 9<sup>th</sup>

Eight (8) people are enrolled in Just the Basics dog training. This dog obedience class is for dogs 6 months and older, and dogs are taught good manners and basic commands such as sit, stay, down and leave it. The next session of Just the Basics is scheduled for May 7<sup>th</sup>, 2012 at 7:30 p.m.

#### Canine Good Citizenship: March 12<sup>th</sup>

This is an advance dog obedience class for dogs completing Kinderpuppy and Just the Basics. Dogs work towards Canine Good Citizenship certification; dogs will learn to sit and stay with distractions, calmly meet people and other dogs. Classes will be held in the gymnasium on Mondays starting March 12<sup>th</sup> at 7:30 p.m. Susan Marett, Instructor

### **Evening Yoga**

January: Fifteen (15) people participated in yoga. Two (2) people paid for the session; all others paid by the class. Classes are held on Wednesday at 5:30 p.m. in the High Tide/Low Tide Room. Jen Schoolfield, Instructor.

### **Gather Knit & Stitch**

January: Nine (9) women have been attending the Gather Knit & Stitch program. Gather Knit and Stitch is held on Mondays from 10:00 a.m. – 11:30 a.m. in the Lobby.

### **Guitar Lessons**

One (1) person is pre-registered for the February guitar session. Sessions run monthly, and cost \$100 for Isle of Palms residents and \$105 for non-residents. Lee Archer, Instructor.

### **Gymnastics/Tumbling**

Eleven (11) people are participating in the current session of Gymnastics. Classes are held on Tuesdays at 3:30 p.m. in the Palmetto Room. Gymnastics sessions will run in 6 week increments; the cost is \$70 for Isle of Palms residents and \$75 for non-residents. The next session is scheduled for February 21<sup>st</sup>. Tricha Tapio, Instructor.

### **Jump Start**

Registration for the 2012–2013 school year will begin Monday, January 30<sup>th</sup> for Isle of Palms residents; non-residents will be able to register on Monday, February 6<sup>th</sup>. Children must be 4 years old by September 1, 2012. Classes will follow the City of Isle of Palms' holiday calendar and the Charleston County School district calendar. The 2011-2012 class is currently full with ten (10) participants in the Monday/Wednesday/Friday class, but spaces remains available in the Tuesday/Thursday class. Robin Lee, Instructor.

### **Keenagers**

January Meeting: Fifty-six (56) people were in attendance at the meeting. The meeting was a potluck lunch provided by members and the Recreation Department. The program was "Guess That Keenager" and "Trivia". Keenagers brought childhood photos for the "Guess that Keenager" portion, and the month of January was the topic for trivia. Pictures and trivia were projected on the Magnolia Room wall with a power point presentation. Eight (8) Keenagers visited the Village Playhouse for the production of "Turn of the Screw". January Lunch Bunch met at Acme Cantina; twenty (20) Keenagers attended lunch. The next meeting is scheduled for Wednesday, February 1, 2012 at noon; the guest is Katie Jones from Somerby who will provide a program on Conductorcise, exercise through music.

### **Little Dragons Karate**

Little Dragons is a karate class for children ages 3 – 5 years old. Participants will learn martial arts and life lessons by teaching teamwork, good manners and self discipline. No one signed up for the January session of Little Dragons. The next session is scheduled for March 2<sup>nd</sup>. Classes will be held on Fridays in the High Tide/Low Tide Room. Debbie Garelli, Instructor .

### **Middle School Dance**

The next Middle School Dance is scheduled for Friday, March 9<sup>th</sup> from 7:00 p.m. – 10:00 p.m.; admission is \$5. Other Brother Entertainment will provide a DJ, and Charleston Jump Castles will provide jump castles for the event.

### **Mah Jongg**

Six (6) people played Mah Jongg in January. Mah Jongg is scheduled for Mondays from 12:30 p.m. - 3:00 p.m. Participants supply materials for this activity.

### **Mommy & Me**

January: Eight (8) people participated in the Mommy & Me program which gives parents and toddlers a chance to play and socialize. The activity is scheduled the 2<sup>nd</sup> Wednesday of the month September – May from 9:30 a.m. – 11:00 a.m. in the Palmetto Room.

### **School's Out Activities/Spring Break**

School's Out Activities were scheduled on Thursday, January 12<sup>th</sup> and Friday, January 13<sup>th</sup>. On Thursday, twenty-eight (28) children played dodgeball, and on Friday, nineteen (19) children played basketball. The next activities are scheduled for Friday, February 17 and Monday, February 20.

### **Semi-Personal Training**

January: Both morning and evening classes were full with seven (7) participants. All seven (7) morning participants pre-registered and paid for the February morning session of classes, and five (5) people have preregistered and paid for the evening February session. Morning classes are held on Tuesdays and Thursdays at 10:30 a.m.; evening classes are held on Tuesdays and Thursdays at 5:30 p.m. Geri D'Italia, Instructor.

### **Senior Aerobics**

January: Fifteen (15) seniors are participating. Five (5) seniors paid for the month; all others paid by the class. Class is open to all levels of exercise and is offered at the nominal fee of \$5 per class, or \$30 for the month. Classes are held on Tuesdays and Thursdays from 3:00 p.m. – 4:00 p.m. Judy Fischer, Instructor.

### **Senior Exercise**

Fifty (50) seniors are participating in the Senior Exercise Class; classes 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 Participation: January: Seventeen (17) were registered for this class that was held on Saturdays in the gym at 9:00 a.m. New participants can join the youth class in January, June and September.

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

### **Tiny Tots**

Registration for the 2012–2013 school year began Monday, January 30 for Isle of Palms' residents; non-residents will be able to register on Monday, February 6. Children must be 3 years old by September 1, 2012. Classes will follow the City of Isle of Palms' holiday calendar and the Charleston County School District calendar. The 2011-2012 class is currently full with seven (7) participants. Cathy Adams, Instructor

### **Total Body Challenge (TBC)**

January: Twelve (12) participants enrolled in this class. Nine (9) paid for the month; all others paid by the class. Classes are 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 - Afternoon**

January: Five (5) participants registered for this class; three (3) participants paid for the session. Classes are held on Tuesdays and Thursdays in the High Tide/Low Tide Rooms from 12:30 p.m.– 2:00 p.m. Pat Boyd, Instructor.

### **Yoga – Morning**

January: Eight (8) people participated. Classes are held on Mondays and Wednesdays at 9:15 a.m. in the High Tide/Low Tide Room. Pat Boyd, Instructor.

### **Yoga - Saturday**

January: Twelve (12) people participated. Two (2) paid for the session, and ten (10) paid by the class. Classes are held on Saturday mornings from 10:00 a.m.-11:15 a.m. in the High Tide/Low Tide Rooms. Jen Schoolfield, Instructor.

### **Zumba**

January: Thirty-three (33) actively participated in this class; eleven (11) paid for the month, and all others paid 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 Rooms. Dale Ellison, Instructor.

### **Writing from Memory**

Nine (9) people are pre-registered for the Writing from Memory class. This writing class helped individuals shape their thoughts and establish work flow. Class also provided a comfortable place to share thoughts and work with other writers. Class was scheduled for January 31<sup>st</sup> at 10:00 a.m. Judith Lunsford, Instructor.

## **New Classes for January – April 2012**

### **Holiday Happenings**

The activity is for preschool-aged children 3-5 years of age; the activity will be held on Wednesdays and Thursdays from 12:00 p.m. – 2:00 p.m. Mrs. Cathy Adams, instructor, will be providing supervision and activities will include holiday crafts. Activity Dates are February 8<sup>th</sup> and 9<sup>th</sup> for Valentine's Day, March 14<sup>th</sup> and 15<sup>th</sup> for St. Patrick's Day, and April 4<sup>th</sup> and 5<sup>th</sup> for Easter. Classes will be held in the Minnow Room.

February Session: Three (3) children are currently registered for the activity. Cathy Adams, Instructor.

### **Legacy Writing**

An evening writing class has been added to the schedule due the popularity of the Writing Memoirs class. This class will help document your life so you can be on your way to leaving a legacy. Class is scheduled for Wednesday, February 1<sup>st</sup> 5:30 p.m. in the Magnolia Room. Class was cancelled due to low participation. Participants were moved to Writing from Memory class. Judith Lunsford, Instructor.

### **Photography Contest**

Winning photos will be used on the Front Cover of the Activity Guide and on the Website. This contest is for Isle of Palms' residents. Three (3) entries can be submitted in the following categories: Lifestyle IOP (cityscape, people, activities), Natural IOP (landscapes, plants) and/or Wild IOP (animals, pets). All photos will become property of the City. The Entry Form and Model Release Forms can be found on [www.iop.net](http://www.iop.net), and pictures need to be emailed to Karrie Ferrell before Friday, March 30<sup>th</sup>. One (1) person has submitted photos for the contest.

### **Pom Dance**

This cheerleading/dance class is for children ages 6-10 years old. Students will learn basic jazz, hip hop technique and exciting hand and arm movements to kid-friendly pop music. Classes will be held on Mondays at 5:00 p.m. in the Magnolia Room; no one registered for the January session. The next session is scheduled for March 12th at 5:00 p.m. Lani Harbit, Instructor.

### **Table Tennis League**

Table Tennis/Ping Pong league registration will be held January 30th – February 24th. The registration fee is \$5 per person, and a captain's meeting will be held on Tuesday, February 28<sup>th</sup>. The schedule will be made at the captain's meeting. Games are scheduled to be played on Tuesdays from 10:00 a.m.–noon. The League Champion will receive an award at the end of the season. Nine (9) people have currently enrolled in the league.

### **Tap/Jazz Combo**

This dance class will teach beginner techniques in tap and jazz. Classes are for children ages 6-11 years old, and tap and jazz shoes required. Classes will be held on Mondays at 4:15 p.m. in the Magnolia Room.

No one registered for the January session. The next session is scheduled for March 12th at 4:15 p.m. Lani Harbit, Instructor.

### **Miscellaneous Work:**

- Created employee schedules.
- Generated instructor payroll and volleyball referee payroll.
- Met with staff and part-time employees.
- Conducted daily employee shift-change meetings.
- Made weekly deposits for Recreation Department.
- Sent *The Island Eye News* Recreation pictures and information, when requested.
- Updated website.
- Assisted with front desk duties and class check-ins.
- Rec Trac system upgrades, maintenance work and updated information.
- Assisted with baseball and Fast Start Registration.
- Set up classrooms for programs and special events.
- Met with student volunteers for school service hours.
- Attended LSNAP (Lowcountry Special Needs & Adaptive Programming) meeting January 3, 2012.
- Attended SC LEAD class at CCPRC to welcome new students and familiarize with the Isle of Palms Recreation Department and how we operate. January 12, 2012.
- Attended 9-10 basketball games and took pictures of the league games January 19, 2012.

## **ATHLETICS**

Ben Hull

### **Co-Ed Volleyball**

Eight (8) teams are participating in the Co-Ed Volleyball League. Games are being played on Tuesday nights and Sunday afternoons; regular season games began on Sunday, January 8<sup>th</sup>. The regular season will conclude on Tuesday, March 13<sup>th</sup> with a double elimination postseason tournament. The regular season champions will receive t-shirts. Games are officiated by Margo Shisler and Lowcountry Officials, and staff is on-site to keep score.

### **Adult Spring Softball**

Registration for Spring Softball will be held January 30<sup>th</sup>-February 24<sup>th</sup>. The registration fee is \$425 per team, and the league is limited to twelve (12) teams. The captain's meeting will be held on Wednesday, March 7<sup>th</sup> at 5:30 p.m. Games are tentatively scheduled to begin on Wednesday, March 14<sup>th</sup> and will be played on Monday and Wednesday evenings. The regular season will be followed by a double elimination post-season tournament. Regular season champions will receive a trophy and t-shirts; regular season runners-up will receive a trophy; and the tournament champions and

runners-up will receive a plaque. Lowcountry Officials will umpire games, while a Recreation staff member is on-site to keep score.

### **Adult 3-on-3 Basketball**

Registration for the 3-on-3 Basketball league will be held January 30<sup>th</sup>–February 24<sup>th</sup>. The registration fee is \$60 per team, and the league is limited to twelve (12) teams. The captain's meeting will be held on Wednesday, March 7<sup>th</sup> at 5:00 p.m. Games will be played on Tuesday evenings and are scheduled to begin on Tuesday, March 13<sup>th</sup>. Regular season and post-season champions will receive t-shirts. Games are officiated by the players, while a Recreation staff member is on-site to keep score.

### **First Pitch Half Rubber Tournament**

The First Pitch IOP Half Rubber Tournament is scheduled for Saturday, March 24<sup>th</sup> and Sunday, March 25<sup>th</sup>, if needed. Lights will be turned off at 10:00 p.m. sharp on Saturday. The captain's 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; teams may consist of 3 or 4 players. Sponsors for the tournament are being solicited for 1<sup>st</sup> and 2<sup>nd</sup> place winners. Information concerning the tournament can be found on the City's website.

### **14<sup>th</sup> Annual Half Rubber Tournament**

The 14<sup>th</sup> Annual Half Rubber Tournament is scheduled for Saturday, August 18<sup>th</sup> and Sunday, August 19<sup>th</sup> if needed. The captain's 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; teams may consist of 3 or 4 players. Sponsors for the tournament are being solicited for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place winners. Information concerning the tournament can be found on the City's website.

## **Youth Sports**

### **Basketball**

The basketball season began the first of January with eighteen (16) teams competing. Coaches in each age division were given skill packets at the beginning of the season to provide them with some useful coaching ideas. Team photos were taken on Wednesday, January 17<sup>th</sup>.

### **5/6 Basketball**

Four (4) teams with a total of thirty-eight (38) players are participating this season that began on Wednesday, January 4<sup>th</sup>. The final game of the season will be held on Wednesday, February 8<sup>th</sup>. Games are officiated by the coaches, and no scores or league standings are kept. A Recreation staff member is on-site to supervise league games and practices. All participants will receive trophies for their participation.

### **7/8 Basketball**

There are four (4) teams participating with a total of forty-one (41) players in this league that began on Wednesday, January 4<sup>th</sup>. The final game of the season will be held on



Wednesday, February 8<sup>th</sup>. Games are officiated by the coaches; score is kept, but league standings are not kept. A Recreation staff member is on-site to supervise league games and practices. All participants will receive trophies for their participation.

### **9/10 Basketball**

The 9/10 year-old basketball season began on Thursday, January 5<sup>th</sup> with four (4) teams participating and a total of forty (40) players. The season ends on Thursday, February 9<sup>th</sup> with a single elimination tournament. An in-house all-star game will be held following the tournament. Regular season and post-season runner-ups and champions will receive trophies. Lowcountry Officials provide referees for the games while Recreation staff is on-site to keep score.

### **11/14 Basketball**

There are four (4) teams participating with a total of thirty-four (34) players in this league that began on Thursday, January 5<sup>th</sup>. The final game of the regular season will be played on Thursday, February 9<sup>th</sup> with a single elimination tournament. An in-house all-star game will be held following the tournament. Regular season and post-season runner-ups and champions will receive trophies. Lowcountry Officials provide referees for the games while Recreation staff is on-site to keep score.

### **Basketball Registration:**

5/6 Yth Basketball Total:	38	Isle of Palms:	19	Non Residents:	19
7/8 Yth Basketball Total:	41	Isle of Palms:	29	Non Residents:	12
9/10 Yth Basketball Total:	40	Isle of Palms:	21	Non Residents:	19
11/14 Yth Basketball Total:	34	Isle of Palms:	25	Non Residents:	9

### **Baseball**

Registration for baseball is being held January 24<sup>th</sup>–February 24<sup>th</sup> for Isle of Palms' residents. Open registration began Monday, January 31<sup>st</sup> and will end February 24<sup>th</sup>. Mandatory player/parent meetings are scheduled for Tuesday, March 6<sup>th</sup>. The Fast Start meeting will begin at 5:15 p.m.; T-Ball, Machine Pitch and Youth Baseball meeting will begin at 6:00 p.m. Every team leader and coach will receive a packet that contains ways to create skill drills that can be used to make practice a fun learning experience. Coaches and players will receive their team assignments, player information, league rules and league schedule.

### **Fast Start Baseball (3 & 4 year olds)**

A parent from each team will be appointed the team leader; team leaders are responsible for planning the activities. Activities are scheduled for Saturdays and will consist of fundamental learning drills. Activity days will be held on Saturday mornings on the soccer field and will begin on Saturday, March 10<sup>th</sup>. Sponsors and team leaders are being finalized. All participants will receive a medal.

### **T-Ball (5 & 6 year olds)**

A coach's meeting is scheduled for Wednesday, February 29<sup>th</sup> at 5:00 p.m. Games will be played on Saturday mornings on the baseball field. Practices will be held through

March, and games are set to kick off Saturday, March 31<sup>st</sup>. Sponsors and coaches are being finalized. Coaches umpire the games; no scores or league standings will be kept. All participants will receive a trophy.

### **Machine Pitch (7 & 8 year olds)**

A coach's meeting is scheduled for Wednesday, February 29<sup>th</sup> at 5:15 p.m. Games will be played on Saturday mornings on the softball field. Practices will be held through March, and games are set to kick off Saturday, March 31<sup>st</sup>. Sponsors and coaches are being finalized. Coaches umpire the games; no scores or league standings will be kept. All participants will receive a trophy.

### **Youth Baseball (9 – 12 years old)**

The skill evaluation/coach meeting will be held on Wednesday, February 29<sup>th</sup> at 6:00 p.m. Practices will be held through March, and games are set to kick off Tuesday, April 3<sup>rd</sup>. Sponsors and coaches are being finalized. Regular season runners-up and champions will receive trophies. Postseason runners-up and champions will receive plaques. Lowcountry Officials umpire the games while Recreation staff is on-site to keep score.

### **Youth Baseball Participation (as of January 24, 2012)**

Fast Start Baseball	Total: 12
5/6 T-Ball	Total: 15
7/8 Machine Pitch	Total: 6
9/12 Youth Baseball	Total: 6
9/11 ASA Girls Softball	Total: 0

### **Girls Softball**

Registration for girls' softball began in January. Assuming enough girls register to form a team, practices will be held at the Isle of Palms Recreation Department. Mount Pleasant Recreation Department has agreed to let this team participate in their league. Games will be played in Mount Pleasant facilities. All participants will receive participation trophies.

### **Friday Night Hoops**

Friday Night Hoops is an opportunity for youths ages 7–12 years to participate in a basketball clinic where Joey Frazier and Recreation staff supervise, instruct and play from 6:00 p.m.–8:00 p.m. The most recent Hoops session was offered on January 6<sup>th</sup> where five (5) players participated and learned the various skills of basketball. The next Friday Night Hoops will be offered on February 3<sup>rd</sup>. 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:

October 7 <sup>th</sup>	Session Total: 13	Isle of Palms: 9	Non-Residents: 4
November 18 <sup>th</sup>	Session Total: 9	Isle of Palms: 6	Non-Residents: 3
December 9 <sup>th</sup>	Session Total: 5	Isle of Palms: 5	Non-Residents: 0
January 6 <sup>th</sup>	Session Total: 15	Isle of Palms: 10	Non Residents: 5

### Friday Night Spikes

Friday Night Spikes is an opportunity for youths ages 5–16 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, February 17<sup>th</sup>.

### Friday Night Hoops Spikes:

October 14 <sup>th</sup>	Session Total: 5	Isle of Palms: 2	Non-Residents: 3
October 28 <sup>th</sup>	Session Total: 7	Isle of Palms: 6	Non-Residents: 1
November 11 <sup>th</sup>	Session Total: 10	Isle of Palms: 7	Non-Residents: 3
January 20 <sup>th</sup>	Session Total: 4	Isle of Palms: 3	Non-Residents: 1

## SPECIAL EVENTS

Will McElheny

### Lowcountry Blues Bash

The Lowcountry Blues Bash will be held Saturday and Sunday, February 11<sup>th</sup> and 12<sup>th</sup>. *Norman Taylor, Matt Hill, The Nouveaux Honkies and Planet D Nonet* will perform on Saturday from 5:00 p.m. to 8:30 p.m., and *Norman Taylor, Rich DelGrosso & John Del Toro Richardson, Maurice John Vaughn's "Chi-Town Blues Revue" Featuring BJ Emery, Donald Ray Johnson, Holle Thee Maxwell* will perform on Sunday from 2:00 p.m. to 5:30 p.m. Doors open thirty (30) minutes prior to first performance. Tickets are \$5.00 at the door; children 12 and under will be admitted free. Concessions will be provided by the Isle of Palms Exchange Club.

### Cupids Card Shop

Cupids Card Shop is being held on February 9<sup>th</sup> from 4:00 p.m. till 6:00 p.m. The children will be given materials to decorate Valentine cards for love ones.

### Doggie Day at the Rec

Doggie Day at the Rec is scheduled for Saturday February 25<sup>th</sup>. Dr. Jose Biascoechea will offer rabies vaccinations for \$6.00, as well as other vaccinations. The Isle of Palms Animal Control Officer will have Isle of Palms dog tags available from 9:00 a.m. until. Doggie competitions will begin at 10:00 a.m. in the categories listed below.

- CUTEST PUPPY ~ 1 year and under
- MOST ATTRACTIVE ~ 1 year and over
- BEST RESCUE ~ Female

- BEST RESCUE ~ Male
- MYSTERY MUTT ~ Small Breeds – under 40lbs
- MYSTERY MUTT ~ Large Breeds – 40lbs and over
- MOST EAR RESISTIBLE EARS
- BEST SMILE
- BEST EYES
- MOST UNUSUAL BREED
- BEST DRESSED

The winner in each of these categories will compete in the Best in Show contest at the end of the individual competitions. The following canine rescues and organizations have been secured to participate in the event: *Camp Bow Wow, Star Therapy, Island Pet Sitters, Pet Helpers and Puppy Crack.*

### **St. Patty's Craft**

St. Patty's Craft is held on Thursday, March 15 from 4:00 p.m. until. The children will get a chance to decorate a St. Patty's bag. When all of the bags are decorated, the children will get a chance to hunt for gold coins.

### **Egg-cellent Craft**

Egg-cellent Craft is held on Friday, March 23<sup>rd</sup> from 1:00 p.m. until. The children will get a chance to dye and decorate Easter Eggs. All materials will be provided, and this event is free to the public.

### **Wellness Program**

The Employee Wellness Committee met on Thursday, January 26<sup>th</sup> in the Conference Room in City Hall at 8:30am. Members present included Emily Dziuban of City Administration, Donnie Pitts of Public Works, Tracey Marks from Police and Rhonda Gibbons of Building, as well as Karrie Ferrell, Will McElheny and Norma Jean Page from Recreation. The Committee discussed new ideas and ways to get more employees involved in collecting fitness credits (miles), incentives for participants, ways to get all employees involved, topics for Wellness Connections that would include self-help discussions, activities that are not necessarily competitions, free fitness classes available at the Recreation Department for employees and the upcoming Wellness Fair in September.

A newly designed Wellness Newsletter will be distributed during the month of February, along with department checklist for fitness credits and additional information for new employees and those that may need updated information on the Wellness Program. The newsletter will be emailed to those already participating in the program and will also be included with employee pay vouchers. Employees will be encouraged, through the wellness newsletter and reminder emails, to continue their exercise programs using the Cardio Room at the Recreation Department, workout rooms at the PSB and Station 2 and to attend the instructional fitness classes available to them free at the Recreation Center.

## COMMUNITY SPECIALIST

Christina Willson

### Daily Responsibilities

- Completed opening procedures and reported damages to supervisor.
- Ready 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 room calendars that display daily programs and activities being held
- Showed first-time visitors around Recreation Center and introduced them to programs that are available.
- Updated recreation portion of city website
- Completed housekeeping duties when needed

### Other Duties

- Matched invoices with purchase orders and then filed.
- Called Keenagers/Seniors to remind them of the January meeting, activities and trips.
- Located and entered special events/newspaper articles into binder.
- Maintained lost-and-found folder and bins.
- Completed and sent out weekly PSA's.
- Provided Resort Quest/Wild Dunes owners with upcoming months activities and programs for distribution to their clients.
- Contacted vending machine operators to report problems or refill request when needed.
- Contacted all media contacts to promote Blues Bash and Doggie Day Events.
- Contacted Lowcountry Dog magazine editor Leah England to promote "Doggie Day at the Rec" on Lowcountry Dog website, at no cost to City.
- Contacted John Rector to promote "Doggie Day at the Rec" event at no cost to City.
- Checked in participants for *School's Out* Activities.
- Created banner advertising Blues Bash to be hung in Rec lobby.
- Created flyer to be distributed to Tiny Tots/Jump Start participants promoting new classes and events.

- Assisted with Youth Baseball Registration.
- Assisted with Tiny Tots/Jump Start Registration for residents.

### **Most Frequently Asked Questions**

“Is there a membership fee to use this facility?”

“Do you ever plan on building a pool?”

“Does the Isle of Palms Rec hold youth soccer in the spring?”

“Do you have a weight room?”

### **Most Frequent Unsolicited Comments**

“This is such a beautiful building.”

“You guys offer a fantastic variety of programs and classes.”

“Your playground is one of my families’ favorites to play at.”

### **Front Desk Summary: Monday – Friday**

#### **January:**

Cardio Room Usage:	498	Open Gym Participants:	
Phone Calls:	462	Residents:	109
Walk-Ins:	485	Non-Residents:	160

## **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 classrooms 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 and ballast as needed.
- Tightened and adjusted restroom hardware nuts and bolts.
- Replaced showerhead in men’s and ladies’ restrooms.
- Sanitized pre-school rooms during holiday break.
- Washed and cleaned debris from door tracks and thresholds.

## **Exterior Maintenance**

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

## **Miscellaneous**

- Attended staff meetings.
- Placed phone calls to and met with supply sales representatives.
- Ordered and received maintenance supplies.
- Updated the maintenance records.
- Contacted Carolina Gas to fill gym heater gas tank.
- Supervised annual water back flow valve testing.

## **PARKS & GROUNDS MAINTENANCE**

Nick Bako

### **Recreation Building and Activities**

- Completed monthly reports.
- Tightened door locking mechanism at left rear entrance to gym.
- Helped set up for Keenagers.
- Helped with the Christmas tree removal and storage from Front Beach.
- Installed socket head screws into outside seating areas.
- Repaired gate for storage area in corner of gym.
- Removed all Christmas lighting from building.
- Painted exterior of gym building and graded as needed to complete the task.
- Painted cement foundation on outside seating units.
- Re-caulked Magnolia and Palmetto room cove base.
- Re-mounted chin-up bar in gym.
- Replaced two ceiling tiles in the Wellness Room.
- Moved and secured cable wire in the upstairs storage area.
- Installed tube type fluorescent lamps into High Tide /Low Tide Rooms.
- Made adjustments to the rail leading to upstairs storage, to make more secure.
- Installed new lighting fixture and bulbs into the Cardio Room.
- Replaced a bad ballast and new bulb for the overhead lighting at the front desk.
- Removed old faucet and replaced with new in the Toddler Room.
- Applied algaecide at back entrance to building.
- Pressure washed the Recreation building.
- Repaired ice machine in work room refrigerator.

### **Recreation Grounds**

- Cleaned pebbles and sand from entire parking lot in front of complex.
- Painted roundabout curbing at front entrance with safety yellow.
- Pressure washed walkway at entrance to building along with the Picnic Shelter area.

- Weeded walkways and some beds.
- Repaired walkways as needed where cracks and chunks were missing.
- Trimmed palm trees as needed.
- Removed gum from all walkways.
- Cleaned all parking spots along 27<sup>th</sup> Ave. parking spots.
- Painted sign posts for the Recreation rules at both locations.
- Preparing netting for upcoming Half Rubber Tournament.

### **Playground**

- Leveled play area as needed.
- Weeded inside play area as needed.

### **Basketball and Tennis Courts**

- Swept and removed debris from courts.
- Replaced basketball nets outside as needed.

### **Baseball (Scalise) Field**

- Repaired dugout roof with new roofing material and installed drip edge.
- Installed both batting cage netting units for upcoming season.
- Set up baseball registration sign at entrance by flags.

### **Softball (Clarkin) Field**

- Secured fencing at the outer edge of the field with fence ties.

### **Soccer Field**

- Secured sprinkler system for the seasonal weather.

### **Bark Park**

- Filled holes as needed and replenished doggie scoops.

### **Multi-purpose Field**

- Picked up debris and maintained as needed.

### **Equipment**

- Washed truck and golf cart.
- Cleaned port-a-let units at the softball field.
- Repaired safety flag system for the Rahn groomer.