



# **RECREATION DEPARTMENT MONTHLY REPORT MAY 2014**

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

## ATHLETICS

Ben Hull

### **Adult Spring Softball**

Five (5) teams are competing in the Adult Softball League, and games are played on Wednesday evenings. Currently, Windjammer is in first place with no losses on the season, closely followed by Seaworthy. The regular season will be followed by a single elimination, post-season tournament, which is scheduled to start on Wednesday, June 18<sup>th</sup>. Regular season champions will receive t-shirts; the tournament champions will receive plaques. Charleston Officials will umpire games, while a Recreation staff member is on-site to keep score.

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

Twelve (12) teams are competing in the Adult 3-on-3 Basketball League. Currently, Chem South is in first place with one (1) loss on the season, closely followed by Ready Set Movers. The regular season will be followed by a single elimination, post-season tournament, which is scheduled to start on Tuesday, June 10<sup>th</sup>. Regular season and post-season champions will receive t-shirts. Games are officiated by the players, with a Recreation staff member on-site to keep score.

### **Adult Spring 6-vs-6 Soccer**

Nine (9) teams are competing in the Adult 6-vs-6 Soccer League. Currently, Home Team BBQ is in first place, closely followed by Swansalona. The regular season will be followed by a single elimination, post-season tournament, scheduled to start on Tuesday, June 10<sup>th</sup>. Regular season and post-season champions will receive t-shirts. Games are officiated by Paragon Assigning, with a Recreation staff member on-site to keep books.

### **Adult Spring Table Tennis Singles League**

Nine (9) participants competed in this league. The regular season ended on May 13<sup>th</sup> with Ted Kinghorn winning the regular season. A double-elimination tournament was held on May 20<sup>th</sup> with Ted Kinghorn winning in a close fought battle. Table One was set up for league matches; Table Two was set up for anyone wanting to get a league pickup game. The regular season champion and tournament champions received shirts. Games and scores were kept and recorded by the players and Recreation staff.

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

The 16<sup>th</sup> Annual Half Rubber Tournament is scheduled for Saturday, August 16<sup>th</sup> and Sunday, August 17<sup>th</sup>, 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 \$25 per person and 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. Tournament information has been posted on the [www.halfrubber.com](http://www.halfrubber.com) and the City's website.

## Youth Sports

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

Games were played on Saturday mornings on the baseball field. Practices were held through March, and games ended on Saturday, May 10<sup>th</sup>. Coaches umpired the games; no scores or league standings were kept. All participants received a trophy.

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

Games were played on Saturday mornings on the softball field. Practices were held through March, and games ended on Saturday, May 17<sup>th</sup>. Coaches umpired the games; no scores or league standings were kept. All participants received a trophy.

### Youth Baseball (9 – 12 years old)

Three (3) teams were formed with a total of thirty-four (34) participants in the league. A single elimination, post-season tournament will be played on Monday, June 2<sup>nd</sup>. Regular season runners-up and champions will receive trophies; post-season runners-up and champions will receive medals. Charleston Officials umpire the games with Recreation staff on-site to keep score.

### Youth Baseball Participation (as of May 22, 2014)

Fast Start Baseball	Total: 83	IOP Residents: 19	Non-residents: 64
5/6 T-Ball	Total: 69	IOP Residents: 22	Non-residents: 47
7/8 Machine Pitch	Total: 45	IOP Residents: 22	Non-residents: 23
9/12 Youth Baseball	Total: 34	IOP Residents: 16	Non-residents: 18

### Spike Nights

Spike Nights is an opportunity for youths, 10-14 years old, to participate in a volleyball clinic. On Tuesday and Thursday nights, Kreg Togami instructs and plays from 5:00 p.m. – 6:30 p.m. Registrants sign up for 4 sessions at a time, and the fee is \$40 for residents and \$45 for non-residents. The next session will be held June 3<sup>rd</sup> – June 26<sup>th</sup>.

March 4 <sup>th</sup> – March 27 <sup>th</sup>	Session total: 43	Isle of Palms: 16	Non-residents: 27
April 1 <sup>st</sup> – May 1 <sup>st</sup>	Session total: 30	Isle of Palms: 14	Non-residents: 16
May 6 <sup>th</sup> – May 29 <sup>th</sup>	Session total: 18	Isle of Palms: 6	Non-residents: 12

### Tots Lacrosse

Tots Lacrosse is designed to teach parents and children, ages 3-5 years, the mechanics of lacrosse: cradling, passing, catching, shooting and scooping ground balls. One (1) parent from each family must attend each session to learn along with their child, and children need to bring a lacrosse stick and goggles. Sessions are held once a month from 9:00 a.m. – 10:00 a.m., and the cost is \$10 for IOP residents and \$15 for non-residents. One (1) child participated in the May session of Tots Lacrosse.

March 15 session total: 3	Isle of Palms: 1	Non-residents: 2
April 26 session total: 1	Isle of Palms: 1	Non-residents: 0
May 17 session total: 1	Isle of Palms: 1	Non-residents: 0

### **Youth 7v7 Boys Lacrosse (11-14 years old)**

Registration is being held May 5<sup>th</sup> – May 30<sup>th</sup> for all participants. The mandatory skill evaluation is scheduled for Monday, June 2<sup>nd</sup> at 5:00 p.m. followed by a coach/player draft. Coaches and players will receive team assignments, player information, league rules and league schedule following the draft. Coaches and sponsors are being solicited.

### **Youth Dodge-ball Pick-Up Games**

Games are scheduled once a month on a Wednesday from 4:00 - 5:00 p.m. This is geared for children 7-14 years old and participation is free. Children can sign up in advance or just show up to play. Games are played in the gymnasium. The last session was held on Wednesday, May 14<sup>th</sup> with ten (10) children participating; the next session will be held on Wednesday, June 11<sup>th</sup>. Recreation staff members were on-site to supervise these games.

### **2014 Isle of Palms Beach Run**

The Isle of Palms Beach Run is scheduled for Saturday, July 19<sup>th</sup>. The Beach Run consists of 5K/10K runs starting at 8:00 a.m., and Youth Fun Runs starting at 9:00 a.m. The registration fee is \$25 for the 10K Run, \$20 for the 5K Run/Walk, and \$5 for the Youth Fun Runs. Packet pick-up will be held on Friday, July 18<sup>th</sup> from 4:30-6:30 p.m. at The Windjammer. The 10K and 5K Run/Walk winners will receive medals, and all Youth Fun Run participants will receive participation ribbons. Sponsors for the race are *Windjammer, HealthSource, Trysports, On The Run, East Cooper Medical Center, Play It Again Sports, Camping World of Charleston, Fleet Feet Sports, ChickFilA, Powerade, Barrier Island Eco Tours, Isle of Palms Marina, ACME Lowcountry Kitchen, East Cooper Sporting Goods, Race Management Systems and Beach House Spa*. Applications have been distributed and t-shirts are ready.

## **Athletic Camps**

### **Challenger Soccer Camp (7-12 year olds)**

The Isle of Palms Challenger Soccer Camp will be instructed by Challenger Sports, based out of Atlanta, Georgia; the camp is scheduled for June 9<sup>th</sup> -13<sup>th</sup>. The registration fee for a week of camp is \$125 for IOP residents, and non-residents add \$5 for \$130/week. Registration began March 17<sup>th</sup> for IOP residents, and open registration began on March 24<sup>th</sup>. Currently, nineteen (19) children are registered for camp; campers will receive a camp t-shirt, soccer ball, poster and evaluation.

### **Rising Stars Basketball Camp (5-13 year olds)**

The Isle of Palms Rising Stars Basketball Camp is instructed by Rising Stars' staff. The camp is scheduled for June 16<sup>th</sup> -20<sup>th</sup>. Half-day camp will run from 9:00 a.m. - 12:00 p.m., and full-day camp runs from 9:00 a.m. - 4:00 p.m.; camp is for children ages 5-12 years. Registration began March 17<sup>th</sup> for IOP residents; open registration began on March 24<sup>th</sup>. The registration fee for a half-day is \$125 and for a full-day \$180; non-residents add \$5. Currently, twenty-three (23) children are registered for the full-day session and thirteen (13) children are registered for the half-day camp. Campers will receive a camp shirt, basketball and other prizes.

**Generation Move Multi-Sport Camp (5-12 year olds)**

Generation Move Camp will be instructed by Temoc Suarez. The camp is scheduled for June 23<sup>rd</sup> – 27<sup>th</sup>. The registration fee for a week of camp is \$125 for IOP residents; non-residents add \$5 for \$130 per week. Registration began March 17<sup>th</sup> for IOP residents, and open registration began on March 24<sup>th</sup>. Currently, seven (7) children are registered for camp; campers will receive a camp t-shirt.

**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 7<sup>th</sup> - 11<sup>th</sup> from 9:00 a.m. - 12:00 p.m. The registration fee is \$125 and is open to girls 10-15 years old. Registration began March 17<sup>th</sup> for IOP residents, and open registration began on March 24<sup>th</sup>. Currently, fifteen (15) girls 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 21<sup>st</sup> – 25<sup>th</sup> from 9:00 a.m. - 12:00 p.m. The registration fee is \$125 for residents and \$130 for non-residents. The camp is open to boys aged 7-18 years. Registration began March 17<sup>th</sup> for IOP residents, and open registration started on March 24<sup>th</sup>. Currently, twelve (12) children are registered for camp; campers will receive a reversible pinny.

**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 28<sup>th</sup> – August 1<sup>st</sup> from 9:00 a.m. - 12:00 p.m. The registration fee is \$125 for residents and \$130 for non-residents. The camp is open to girls aged 7-18 years. Registration began March 17<sup>th</sup> for IOP residents; open registration began on March 24<sup>th</sup>. Currently, seven (7) children are registered for the girls' session; 15 participants are needed to run this camp. Campers will receive a reversible pinny.

**Suarez Soccer Camp (5-13 year olds)**

The Isle of Palms' Soccer Camp is instructed by Suarez Soccer School. The camp is scheduled for August 4<sup>th</sup> – August 8<sup>th</sup>. The registration fee for a half-day of camp is \$125 and registration fee for the full-day of camp is \$180 for residents; non-residents will add \$5. Registration began March 17<sup>th</sup> for IOP residents; open registration began on March 24<sup>th</sup>. Currently, eleven (11) children are registered for a full-day of camp and five (5) for a half-day. Campers will receive a camp t-shirt.

**Get Your Spike On (10-16 year olds)**

The "Get Your Spike On" Camp is instructed by Kreg Togami. The four-day clinic is scheduled for August 11<sup>th</sup> – 14<sup>th</sup>. The registration fee is \$80, and the camp is open to children aged 10-16 years. Registration began March 17<sup>th</sup> for IOP residents; open registration began on March 24<sup>th</sup>. Currently, five (5) children are enrolled in camp that is limited to 30 participants.

**Other Duties:**

- Set up classrooms for programs and special events.
- Updated athletic portion of website.
- Assisted with the updates for Rec Trac for classes.
- Assisted in the development of the Summer Activity Guide.
- Worked with the development of an evacuation route game for the Disaster Expo.
- Attended Disaster Expo on Wednesday, May 21, 2014.

**PROGRAMS AND CLASSES**

Karrie Ferrell

**Ballet**

Classes will resume in September. Kim Chesley-Breland, Instructor.

**Boater Education**

No classes are scheduled at this time.

**BOSU Training/Core & More**

May Session: Mondays 10:30am – 11:30am. Three (3) people are participating in the class, and they are all paying by the class.

May Session: Wednesday/Friday 10:30 a.m. – 11:30 a.m. Nine (9) people are participating in the class; three (3) paid for the session, and all others paid by the class.

May Session: Monday/Wednesday: 5:30 p.m. – 6:30 p.m. Fourteen (14) people are participating; four (4) paid for the session, and all others are paying by the class.

Class fees are \$64 for Isle of Palms' residents and \$69 for non-residents, or a \$10 walk-in fee. Isle of Palms' employees can participate in the classes for free as a part of the Employee Wellness Program. Jeromy Miller, Instructor.

**Dog Obedience**

Kinderpuppy: Eight (8) participants are attending the May 5 – June 23 session. Classes are held on Mondays at 6:30 p.m. and is \$115 per participant. Susan Marett, Instructor

Puppy Junior High: Eight (8) participants are attending. Classes are geared toward dogs that have gone through Kinderpuppy or a lower level dog obedience class, but need a little more training. Classes focus on concentration through distractions, meeting and greeting dogs and people with good manners, reliably listening and performing commands. Classes are held on Mondays at 7:30 p.m. Susan Marett, Instructor

**Gather Knit & Stitch**

May: Seven (7) women have been attending the Gather Knit & Stitch program that is held on Mondays from 10:00 a.m. - 11:30 a.m. in the Lobby.

### **Gymnastics**

Class will resume in September. Tricha Tapio, Instructor.

### **Holiday Happenings**

Activities will resume in the fall.

### **Jump Start 4-year old Pre-K Program**

The 2013 -2014 Jump Start program held the end-of-the-year graduation and celebration on Thursday, May 22<sup>nd</sup>. The class performed a short program, and participants received a t-shirt and certificate. Registration for the 2014 – 2015 school year began on Monday, January 13<sup>th</sup> for Isle of Palms' residents and January 21<sup>st</sup> for non-residents. Classes are currently full and a waiting list is available for interested participants. Robin Lee, Instructor.

### **Keenagers – Senior Social Group**

The Keenagers meeting was held on May 7<sup>th</sup> at noon. Participants brought a covered dish entrée or dessert to share, and forty-six (46) seniors attended. The Coastal Belles performed for the last meeting of the season. The Summer Lunch Bunch group will meet at local restaurants on the 2<sup>nd</sup> Wednesday of the month May – August. The Keenager Planning Committee will meet in August, and programs will resume September 3<sup>rd</sup>, 2014.

### **Kid's Night Out**

The next Kid's Night Out activity is scheduled for Friday, June 13<sup>th</sup>. Activity is advertised on the City's website [www.iop.net](http://www.iop.net) and in the Summer 2014 Activity Guide.

### **Lil Sports Fit**

Classes will continue in the fall. Corinne Enright, Instructor.

### **Line Dancing**

Classes will continue in the fall.

### **Little Lotus Yoga**

Classes will resume in September. Jennifer Rogers, Instructor.

### **Mah Jongg**

Six (6) people participated in Mah Jongg during the month of May. The activity is takes place on Mondays at noon in the Magnolia Room.

### **Middle School Dance**

The next Middle School Dance is scheduled for Friday, May 30th. The dance will be held from 7:00 p.m. – 9:30 p.m. and admission is \$5 at the door. DJ, jump castles and concessions are provided for participants. The dance is supervised by Recreation staff with the support of the Police and Fire Departments.

### **Mommy & Me/Daddy & Me**

Thirty-three (33) participated in the toddler and parent play group that meets on the second Wednesday of the month from 9:30 a.m. – 11:00 a.m. Fourteen (14) parents and nineteen (19) children from the Charleston area attended; the program is free and open to children 3 years and under.

### **Mommy & Me Yoga**

Classes will resume in September. Jennifer Rogers, Instructor.

### **Semi-Personal Training**

May: All sessions of Semi-Personal Training are reaching their maximum number of six (6) participants. Classes are held on Tuesdays and Thursdays at 9:30 a.m., 10:30 a.m. and 5:30 p.m. and are held in the Cardio Room and High Tide/Low Tide Rooms. Geri D'Italia, Instructor.

### **Senior Aerobics – Over 50 Fitness**

May: Eight (8) seniors have been participating in the class. Four (4) participants paid for the session, and all others are participating by the class. Class is held on Tuesdays and Thursdays at 3:00 p.m. – 4:00 p.m. The session is \$35/ month or a \$5 drop-in Fee. Judy Fischer, Instructor.

### **Tae Kwon Do**

Youth Participation: May: Four (4) children have been participating in the youth classes held on Saturdays in the gym at 9:00 a.m. Participants can join the class at anytime.

Adult Participation: May: Twenty-Two (22) adults have been participating in classes offered Saturdays in the gym from 11:00 a.m. to 12:00 noon, Wednesdays in the gym from 7:00 p.m. to 8:30 p.m., and Mondays in the Magnolia Room from 6:30 p.m. to 7:30 p.m. Adults can join classes at any time.

### **Tai Chi/Qigong**

Five (5) people have participated in the April Tai Chi classes held on Tuesdays at 11:00 a.m. in the Palmetto Room. The class has a \$10 walk-in fee. Connie Cossetti, Instructor.

### **Tennis**

Tiny Tennis May: Fourteen (14) 3-4 year olds are participating in the tennis program. There are two (2) classes for this very rapidly growing class, i.e. Mondays and Thursdays from 4:00 p.m. – 4:30 p.m. and 4:30 p.m. – 5:00 p.m.

Youth Tennis - Beginner Class: Eight (8) 5-8 year olds are participating in the youth beginner tennis classes that are held on Mondays and Thursdays from 5:00 p.m. – 6:00 p.m.

Youth Tennis - Intermediate Class: Seven (7) 8 -10 year olds are participating in the more advanced tennis class. Classes are held on Mondays and Thursdays from 6:00 p.m. – 7:00 p.m. Corinne Enright, Instructor.



### **Tiny Tots 3-year old Pre-K program**

The 2013-2014 Tiny Tots program ended on Thursday, May 22<sup>nd</sup>, and the class held a graduation celebration and party. The children presented a short program and received a t-shirt and certificate of attendance. Registration for the 2014 – 2015 Tiny Tots program is ongoing, and space is limited. Cathy Adams, Instructor.

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

May: Eighteen (18) people participated in morning aerobics 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.

### **Wellness Workshops**

Workshops will resume in the fall. Judy Fischer, Instructor

### **Writing from Memory**

Class will resume in the fall. Sara Thomason, Instructor

### **Yoga - Afternoon**

May: Four (4) people participated in the class. One (1) participant paid for the session, and three (3) participants paid by the class. Classes were 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 - Evening**

May: Nine (9), people participated in the evening yoga classes. Classes are held on Wednesdays at 5:30 p.m. – 6:30 p.m. Jen Schoolfield, Instructor.

### **Yoga – Morning**

May: Fifteen (15) people participated; three (3) participants paid for the session, and twelve (12) participants paid by the class. Classes are held on Mondays, Wednesdays and Fridays at 9:15 a.m. in the High Tide/Low Tide Room. Pat Boyd, Instructor.

### **Yoga – Saturday**

May: Nine (9) people participated. Classes are held on Saturday from 10:00 – 11:15 a.m. Jen Schoolfield, Instructor.

### **Zumba**

May: Forty (40) people participated. Participants can attend four (4) classes for \$25 or eight (8) classes for \$50; participants also have the option of paying \$8 per class. Classes were held Mondays and Wednesdays at 6:45 p.m. in the High Tide/Low Tide Room. Dale Ellison, Instructor.

**Other Duties:**

- Processed time-cards for employees and instructors.
- Made weekly Recreation deposits and collection reports for the Department.
- Met with staff and part-time employees.
- Set up classrooms for programs and special events.
- Revised room schedules and calendars to accommodate classes.
- Updated Recreation portion of website and calendar.
- Updated Rec Trac with classes for Summer Activity Guide
- Attended Disaster Expo on Wednesday, May 21, 2014

**SPECIAL EVENTS**

Will McElheny

**Music in the Park**

Music in the Park was held on Saturday, May 3<sup>rd</sup> from 1:00 p.m. to 3:00 p.m. This event offered a fun family atmosphere with bluegrass music on the grounds of the Isle of Palms' Recreation Center. This year's performers were a bluegrass band called "*Sweet Potato Pie*" out of Raleigh, North Carolina. People were encouraged to bring lawn chairs and blankets to enjoy the festival style event at the Recreation Center with food and beverages available from Long Island Cafe. Over one hundred (100) people came out to enjoy this music event.

**Piccolo Spoleto Sand Sculpting Contest**

The Annual Piccolo Spoleto Sand Sculpting Contest will be held on Saturday, June 7<sup>th</sup> at 9:00 a.m. Chris Tindal and Slant Media are working with staff in preparation for the 2014 Sand Sculpting Contest. The first 200 people that register will be guaranteed a t-shirt and koozie. As of May 27<sup>th</sup>, thirty (30) teams have signed up for this year's competition. Sponsors are being solicited, and *The Windjammer*, *Acme Lowcountry Table*, *Coconut Joes*, *Barrier Island Eco Tours*, *Cinebarre*, *Sea Biscuit*, *My Favorite Things*, *Sparians Bowling*, *Morgan Creek Grill*, *Banana Cabana* and *Charleston Battery* have committed. The seven (7) categories for this event are Children, Young Adult, Family, Adult, Most Creative, Best Architectural, and Best in Show.

**Camp Summershine**

Registration began on Monday, March 17<sup>th</sup> and all sessions are full. Camp Summershine is developed for children 5 – 12 years old. Once camp begins participants will be divided into two (2) groups, 5 to 7 years old and 8-12 years old. Camp counselors will begin working on Monday, June 2<sup>nd</sup> to prepare the lesson plans and activities for the eight (8) weeks of camp. Parents were given a camp calendar and guide when they registered that advises them of the items the campers need to bring each day throughout the summer. On the first day of camp, the campers will receive their camp T-shirt. Each week has a theme and activities for the week are focused around that week's theme; some are *Adventure Week*, *Dodge This*, *Whirling Water*, *Hawaiian Heaven*, *Rock Star Week*, *Sweet Treat Week*, *Pirate Week* and *Island Idol Week*.

### **Wee Camp**

Registration for Wee Camp was the same dates as Camp Summershine, and it too is full. Wee Camp is geared for children 3-5 years of age. Their theme weeks are very similar to those of Camp Summershine and include *Sweet Treat Week, Mystery Week, Splish Splash Week, Hawaiian Heaven, Under the Sea, Super Hero Week, Pirate Week and Under the Big Top.*

### **Employee Wellness**

Employees have the opportunity to participate in numerous fitness classes offered at the Recreation Department. These classes include: Total Body Challenge held Monday – Friday from 8:00 a.m. – 9:00 a.m., Semi-Personal Training on Tuesday and Thursdays from 9:30 a.m. – 10:30 a.m. and BOSU classes on Monday & Wednesdays from 5:30 p.m. – 6:30 p.m. or Wednesday and Fridays from 10:30 a.m. – 11:30 a.m. and Boot Camp on Monday and Wednesdays from 7:00 a.m. – 7:45 a.m.

### **Public Safety Fitness Training**

Recreation Fitness Instructor, Jeromy Miller, continues to train the Fire and Police personnel at the Public Safety Building. Participation continues to be consistent.

January: Twenty (20) employees participated  
Average of six (6) employees attending each session  
February: Twenty (20) employees participated  
Average of five (5) employees attending each session  
March: Twenty-two (22) employees participated  
Average of six (6) employees attending each session  
April: Nineteen (19) participated  
Average of five (5) employees attending each session  
May: Twenty (20) participated  
Average of six (6) employees attending each session

## **COMMUNITY SPECIALIST**

Holly Norton

### **Daily Responsibilities**

- Completed evening procedures and reported damages to supervisor.
- Setup 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 community calendars, media outlets and event sites.
- Completed room calendars that display daily programs and activities being held.
- Showed time visitors around Recreation Center and introduced them to all of the accommodations and programs available.
- Completed housekeeping duties as needed.
- Located and entered special events/newspaper articles into binder.
- Maintained lost-and-found folder and bins.
- Completed and sent out weekly PSA's.
- Made signs for class or building schedules.

**Other Duties**

- Sent out information about the Disaster Preparedness Expo.
- Assisted with preparation of information signs for Disaster Preparedness.
- Updated website with March/April T-shirts for City Hall.

**Most Frequently Asked Questions**

“What are your Gym hours?”

“Do you have a pool?”

“What are the hours for the cardio room?”

“Do you have any camps available this summer?”

**Most Frequent Unsolicited Comments**

“What a beautiful facility.”

“Your staff is very helpful.”

“Your building is very clean

**Front Desk Summary: Monday – Friday**

**May 1 – 22, 2014**

Cardio Room Usage: 161

Phone Calls: 213

Walk-Ins: 584

**Open Gym Participants**

Residents: 45

Non-residents: 74

**PARKS & FACILITIES**

Shelia Redmon

**Housekeeping**

- Performed routine housekeeping duties.
- Completed monthly safety inspections.
- Cleaned and serviced housekeeping maintenance equipment.
- Replaced and refilled air fresheners and other sanitary devices.
- Sanitized ice machines.
- Supervised monthly inside 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, lubricated and cleaned Cardio Room equipment.
- Supervised the replacement of treadmill handle installation by Charleston Fitness Equipment.
- Unclogged toilets and drains as needed.
- Flushed floor drains throughout the facility.
- Tightened hardware in the restrooms.
- Repaired shower valve in family restroom.
- Replaced light bulbs and ballasts as needed.
- Machine-scrubbed the facility halls and class rooms.
- Contacted Ashley River Services Inc. about repairing a leak in the mechanical room.
- Ordered parts and repaired restroom hand-soap dispensers.

### **Exterior Maintenance**

- Inspected equipment, collected lost & found items and removed debris around the playground.
- 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.
- Made palm tree stencils for Public Works.

## **PARKS & GROUNDS MAINTENANCE**

Nick Bako

### **Recreation Building and Activities**

- Completed monthly reports.
- Assisted with events, Music in the Park and Keenagers.
- Worked with vendors on securing cost for irrigation well.
- Notified vendor for the installation of oak trees along 27<sup>th</sup> Avenue.

### **Recreation Grounds**

- Weeded and applied herbicide to all beds around the building.
- Cleaned trash receptacle tops at front entrance.
- Cut weeds and cleared ditch on 29<sup>th</sup> Avenue.
- Rebuilt and painted Bark Park scooper boxes.
- Pressure washed spilled paint off of parking lot.

- Pressure washed and cleaned picnic shelter for Music in the Park.
- Applied fire ant spray as needed on fields and walkways.
- Trimmed bushes and plants as needed.
- Repaired end caps on outside bleachers.

### **Playground**

- Hammered pegs into place at the playground perimeter.
- Securing prices to replace rusted parts.
- Applied weed killer and fire ant killer as needed.

### **Basketball and Tennis Courts**

- Installed fence ties near basketball courts.
- Sprayed for fire ants.
- Re-tied basketball nets.
- Lowered windscreen.

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

- Reworked pitching mound.
- Sprayed for fire ants as needed.
- Filled in holes in the outfield of the baseball field.
- Lined the fields for scheduled games.
- Touched up paint on dugouts

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

- Applied weed killer and fire ant killer in dugouts.
- Lined the fields for scheduled games.
- Cleaned bleachers.
- Trimmed trees above dugout.
- Reworked infield as needed.

### **Soccer Field**

- Fertilized field with 29-0-0.
- Replaced several bulbs in scoreboard.
- Aerated field.

### **Bark Park**

- Made repairs to fencing.
- Filled holes as needed.
- Filled scoopers as needed.

### **Multi-purpose Field**

- Picked up debris and maintained area as needed.
- Sprayed for fire ants.
- Filled holes as needed.

**Equipment**

- Washed truck and golf cart.
- Replaced throttle cable on blower.
- Adjusted handbrake on Toro
- Repaired damaged turnbuckle on tractor attachment.
- Installed I-match on tractor for attaching other equipment.
- Lubricated spindles in Z-master (mower).

**Other**

- Lined Palm Boulevard weekly and as needed.
- Mowed, trimmed and groomed 28<sup>th</sup> Avenue beach access for summer camp.
- Trimmed, removed sand and groomed walkway beside public restrooms for upcoming sand sculpting event.