



# **RECREATION DEPARTMENT MONTHLY REPORT FEBRUARY 2015**

**STAFF:** Norma Jean Page, Recreation Director  
Karrie Ferrell, Assistant Director (Programs)  
Aaron Sweet, Recreation Supervisor (Athletics)  
Miklos “Nick” Bako, Parks & Grounds Supervisor  
Andy Sinwald, Recreation Supervisor (Special Events)  
Shelia Redmon, Parks & Facilities Specialist  
Holly Norton, Community Specialist

## **ATHLETICS**

Aaron Sweet

### **Adult Winter CO-ED Volleyball**

Ten (10) teams are participating in the Co-Ed Volleyball League. Games are played on Tuesday nights and Sunday afternoons; regular season games began on Tuesday, January 6<sup>th</sup>. Currently, Banana Cabana and Reds Ice House are tied for first place with six (6) wins on the season. The regular season will conclude on Sunday, March 8<sup>th</sup> with a single elimination, post-season tournament to follow on March 10<sup>th</sup> and concluding on March 22<sup>nd</sup>. The regular season and tournament champions will receive t-shirts. Games are officiated by Charleston Officials, and staff is on-site to keep score.

### **Adult Spring Softball**

Registration for Spring Softball was held January 26<sup>th</sup> - February 20<sup>th</sup>. The registration fee was \$425 per team; four (4) teams have verbally committed to play in this spring league. The captains' meeting will be held on Tuesday, March 3<sup>rd</sup> at 5:00 p.m.; games are scheduled to begin on Wednesday, March 25<sup>th</sup> and will be played on Wednesday evenings. The regular season will be followed by a post-season tournament. Regular season champions will receive t-shirts; the tournament champions will receive t-shirts and a plaque. Charleston Officials will umpire games, while a Recreation staff member is on-site to keep score.

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

Registration for the 3-on-3 basketball league was held January 26<sup>th</sup> - February 20<sup>th</sup>; the registration fee was \$60 per team. The league filled up with twelve (12) teams; the captains' meeting will be held on Tuesday, March 3<sup>rd</sup> at 5:30 p.m. Games will be played on Tuesday evenings and are scheduled to begin on Tuesday, March 24<sup>th</sup>. Regular season and post-season champions will receive t-shirts. Games will be officiated by the players, while a Recreation staff member is on-site to keep score.

### **Adult Spring 6 vs. 6 Soccer**

Registration for the 6 vs. 6 Men's Soccer League was held January 26<sup>th</sup> - February 20<sup>th</sup>; the registration fee was \$250 per team. The league has five (5) teams verbally committed to play; the captains' meeting will be held on Tuesday, March 3<sup>rd</sup> at 6:00 p.m. Games will be played on Tuesday evenings and are scheduled to begin on Tuesday, March 24<sup>th</sup>. Regular season and post-season champions will receive t-shirts. Games will be officiated by the Paragon Assigning, with a Recreation staff member on-site to keep books.

### **Adult Fall Table Tennis Singles League**

Registration for the Singles Table Tennis League was held January 26<sup>th</sup> - February 20<sup>th</sup>. Games will be played on Tuesdays beginning at 10:20 a.m. Eight (8) participants have verbally committed to play in the league, and the season will begin Tuesday, March 10<sup>th</sup>. Table One is set up for league matches; Table Two is set up for warming up or for anyone wanting to get a league pickup game. The regular season champion and tournament champion will receive a shirt. A double elimination tournament will take place following the regular season; games and scores are kept and recorded by the players and Recreation staff.

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

The 17<sup>th</sup> Annual Half Rubber Tournament is scheduled for Saturday, August 15<sup>th</sup> and Sunday, August 16<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. Information concerning the tournament can be found on the City's website.

## Youth Sports

### 5/6 Basketball

Four (4) teams with a total of thirty-eight (38) players are participating in the season that began on Wednesday, January 7<sup>th</sup>; the final game of the season was held on Wednesday, February 11<sup>th</sup>. Games were officiated by the coaches, and no scores or league standings were kept. A Recreation staff member was on-site to supervise league games and practices; all participants received medals for their participation.

### 7/8 Basketball

There are four (4) teams participating with a total of thirty-nine (39) players in this league that began on Wednesday, January 7<sup>th</sup>; the final game of the season was held on Wednesday, February 11<sup>th</sup>. Games were officiated by Charleston Officials; scores were kept (but not displayed) and league standings were not kept. A Recreation staff member was on-site to supervise league games, keep score in the scorebook and supervise practices. All participants received medals for their participation.

### 9/10 Basketball

The 9/10 year-old basketball season began on Thursday, January 8<sup>th</sup> with five (5) teams participating and a total of fifty (50) players. The season ended on Thursday, February 19<sup>th</sup> and was followed by a single-elimination tournament. Regular season and post-season champions received medals. Charleston Officials provided referees for the games while Recreation staff was on-site to keep score.

### 11/14 Basketball

The 11/14 year-old basketball season began on Thursday, January 8<sup>th</sup> with five (4) teams participating and a total of forty one (41) players. The season ended on Thursday, February 19<sup>th</sup> and was followed by a single-elimination tournament. Regular season and post-season champions received medals. Charleston Officials provided referees for the games while Recreation staff was on-site to keep score.

### Basketball Registration: (as of 1/27/15)

5/6 Yth Basketball Total:	38	Isle of Palms residents:	20	Non-residents:	18
7/8 Yth Basketball Total:	39	Isle of Palms residents:	24	Non-residents:	15
9/10 Yth Basketball Total:	50	Isle of Palms residents:	35	Non-residents:	15
11/14 Yth Basketball Total:	41	Isle of Palms residents:	30	Non-residents:	11

### Baseball

Registration for baseball was held January 26<sup>th</sup> – February 20<sup>th</sup> for Isle of Palms' residents, and open registration began on Monday, February 2<sup>nd</sup>. Mandatory player/parent meetings are scheduled for Wednesday, March 4<sup>th</sup>. The Fast Start meeting will begin at 5:00 p.m.; the 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. Six (6) teams will be formed with a total of forty-eight (48) children enrolled. Activity days will be held on Saturday mornings on the soccer field and will begin on Saturday, March 14<sup>th</sup>. Sponsors are final, and team leaders are being finalized. All participants will receive a medal at the end of the season.

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

A coaches' meeting is scheduled for Monday, March 2<sup>nd</sup> at 5:00 p.m., and games will be played on Saturday mornings on the baseball field. Practices will be held through March; games are set to kick off Saturday, April 11<sup>th</sup>. Sponsors and coaches are final. Coaches will umpire the games; no scores or league standings will be kept. All participants will receive a participation medal.

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

A coaches' meeting is scheduled for Monday, March 2<sup>nd</sup> at 5:15 p.m., and 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, April 11<sup>th</sup>. Sponsors and coaches are final. Coaches will umpire the games; no scores or league standings will be kept. All participants will receive a participation medal.

**Youth Baseball (9 – 12 years old)**

The skill evaluation/coach meeting will be held on Monday, March 2<sup>nd</sup> at 6:00 p.m. Practices will be held through March, and games are set to kick off Monday, April 6<sup>th</sup>. Sponsors and coaches are final. Regular season champions and post-season champions will receive medals. Charleston Officials will umpire the games with Recreation staff on-site to keep score.

**Youth Baseball Registration (as of February 23, 2015)**

Fast Start Baseball	Total: 48	IOP Resident: 17	Non-resident: 31
5/6 T-Ball	Total: 62	IOP Resident: 28	Non-resident: 34
7/8 Machine Pitch	Total: 42	IOP Resident: 24	Non-resident: 18
9/12 Youth Baseball	Total: 47	IOP Resident: 25	Non-resident: 22

**Isle of Palms Beach Run**

The Isle of Palms Beach Run is scheduled for Saturday, July 25<sup>th</sup>; the Beach Run consists of 5K/10K runs, 5K walk and Youth Fun Runs. The 5K/10K events will begin at 8:00 a.m.; Youth Fun Runs will begin around 9:30 a.m. The registration fee is \$30 for the 5/10K Run and Walk and \$10 for the Youth Fun Runs. Moisture wicking shirts will be given to all race participants that register on or before Friday, July 10<sup>th</sup>; packet pick-up will be held on Friday, July 24<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.

**Miscellaneous:**

Assisted with the setup and worked Doggie Day.

Worked with School's Out Activity held on Monday, February 16<sup>th</sup> where fifty-three (53) children enjoyed an afternoon of dodgeball.

**PROGRAMS AND CLASSES**

Karrie Ferrell

**Ballet**

Four (4) people are participating in the Ballet class; the next session of Ballet will start Monday, March 9<sup>th</sup> at 12:30 p.m. Kim Chesley-Breland, Instructor

### **Boot Camp**

February: Three (3) people have been participating by the class held Mondays, Wednesdays and Fridays at 7:00 a.m. Pat Boyd, Instructor

### **BOSU Training/Core & More**

Monday/Wednesday/Friday 10:30 a.m. – 11:30 a.m. February: Six (6) people participated in the class; one (1) paid for the session, and all others paid by the class.

Monday/Wednesday: 5:30 p.m. – 6:30 p.m. February: Eight (8) people participated; four (4) paid for the session, and all others are paying by the class.

Saturday: 9:30 a.m. – 10:30 a.m. February: Five (5) people participated by the 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 take the class for free as a part of the Employee Wellness Program. Jeromy Miller, Instructor

### **Dog Obedience**

Kinderpuppy: Ten (10) people are participating in Kinderpuppy; classes started Monday, February 2<sup>nd</sup> at 6:30 p.m. The next session is scheduled to begin Monday, March 23<sup>rd</sup>; five (5) people have pre-registered.

Puppy Junior High: Seven (7) people are participating in the class that started Monday, February 2<sup>nd</sup> at 7:30 p.m.

Just the Basics dog class is scheduled to start Monday, March 23<sup>rd</sup> at 7:30 p.m. Currently five (5) people have pre-registered for the classes. Susan Marett, Instructor

### **Gather Knit & Stitch**

February: 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**

Five (5) people are participating in the gymnastics class that started Tuesday, February 17<sup>th</sup>, at 3:30 p.m. The next session is scheduled to start Tuesday, April 7<sup>th</sup>. Tricha Tapio, Instructor

### **Hunter Education**

The next Hunter Education Class is scheduled for Saturday, March 14<sup>th</sup> at 9:00 a.m.; class instructors are provided by SCDNR.

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

The 2014 – 2015 Jump Start program is full with 10 children; classes are held Monday – Friday, 9:00 a.m. – 2:00 p.m. The program follows the Charleston County School calendar and City of Isle of Palms' Holiday Calendar. Robin Lee, Instructor

### **Little Lotus Yoga**

One (1) person is participating in the Little Lotus Yoga Class; the next session is scheduled for Thursday, March 5<sup>th</sup> at 12:00 p.m. Jennifer Rogers, Instructor

### **Mah Jongg**

February: Six (6) people participated in Mah Jongg. The activity is held on Mondays at noon in the Magnolia Room.



### **Mini Minnows**

This program is for children ages 3 – 5 years old, and they will learn, play and socialize in a fun setting. Classes will be held on Mondays, Wednesdays and Fridays and follow the Charleston County School calendar. Four (4) students have registered in the program. Cathy Adams, Instructor

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

Twenty-two (22) attended the play group held on Wednesday, February 11<sup>th</sup>; Mommy & Me is held the second Wednesday of the month from September - May. Mommy & Me is a free social group for children and parents.

### **Semi-Personal Training**

February: 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**

February: Nine (9) seniors have been participating in the class; three (3) participants paid for the session, and all others are paying by the class. Classes are held on Tuesdays and Thursdays at 3:00 p.m. – 4:00 p.m. The session is \$40 per month or a \$7 drop-in fee. Judy Fischer, Instructor

### **Tae Kwon Do**

Youth Participation: 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 any time.

Adult Participation: 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 been participating in Tai Chi; and classes are 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: Fourteen (14) 3-5 year olds are participating in the tennis program. There are two (2) classes for this rapidly growing class that are held on 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: Ten (10) 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: Eight (8) 8 -10 year olds are participating in the more advanced tennis classes that are held on Mondays and Thursdays from 6:00 p.m. – 7:00 p.m. The tennis program will end in March because Instructor will be going on maternity leave. The tennis program will restart in late summer or early fall 2015. Corinne Enright, Instructor

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

2015-2016 Tiny Tots School. Classes will be for students 3-5 years old by September 1, 2015; there are twelve (12) students registered for Monday/Wednesday/Friday and seven (7) for Tuesday/Thursdays for the next school year. Registration will continue until classes are full. An Open House will be held in August, and classes will start around the third week of August. Cathy Adams, Instructor

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

Sixteen (16) 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 Walkers**

February: Fifteen (15) people have been participating in the wellness walkers group that meets on Fridays in the gymnasium at 3:00 p.m.

### **Wellness Workshops**

The February workshop focused on flexibility and Pilates; class was held Thursday, February 19<sup>th</sup> at 2:00 p.m. Twelve (12) people participated in the workshop; the next workshop will be held in March and will focus on balance. Judy Fischer, Instructor

### **Yoga - Afternoon**

Six (6) people participated in the class and all participants are paying by the class. 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 - Evening**

Twelve (12), people participated in the evening yoga classes held on Wednesdays at 5:30 p.m. – 6:30 p.m. Jen Schoolfield, Instructor

### **Yoga – Morning**

Twenty-eight (28) people participated, and seven (7) participants paid for the session. 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**

Nine (9) people participated in the class that is held on Saturdays 10:00 – 11:15 a.m. Jen Schoolfield, Instructor

### **Zumba**

Thirty (30) people participated; participants could attend four (4) classes for \$25 or eight (8) classes for \$50; participants also had 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

### **Babysitting Course**

The next babysitting course will be held on Saturday, May 16 at 9:00 a.m.

### **Writing Your Story**

Eight (8) people are participating in the writing class. The class has a workshop format with students reading their works each week. Classes are held on Tuesdays, at 9:30 a.m. Carolyn Matalene, Instructor.

### **Photography Club**

Researching photography clubs and local photography clubs, collecting information on how clubs are run and activities that club members take part in. Looking to start advertising for interested participants in March and by April have a small group formed to start meetings, guest speakers or workshops. More information on group will become available soon.

### **Water Safety and Community Information**

SCDNR has been contacted to participate in Island Gras where they will a vendor distributing information on water safety and boater safety. They will also answer questions to inform the community on safe water practices.

### **Miscellaneous Work:**

- Processed time-cards for employees and instructors.
- 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.
- Assisted with preparations for Keenagers.
- Updated Rec Trac and worked on upgrade.
- Worked on social media release for City Facebook and Twitter accounts.
- Worked on Rec Trac server and upgrade scheduled for February 2015.
- Assisted with Keenagers on February 4<sup>th</sup>.
- Assisted with Cupid's Card Shoppe on February 12<sup>th</sup>.

## **SPECIAL EVENTS**

Andy Sinwald

### **Middle School Dance**

On Friday, January 30<sup>th</sup> from 7:00 p.m.-9:30 p.m., the Recreation Department hosted the first Middle School Dance of the year. Three hundred (300) middle school students attended the dance; a DJ, jump castles, pizza, and candy were provided throughout the night.

### **Keenagers**

The Keenager senior social group potluck lunch meeting was held on February 4<sup>th</sup>. Fifty-two (52) people attended the meeting. S.T.A.R. Therapy Dogs were in attendance for members to interact with throughout the meeting. The Lunch Bunch group met at Bricco Bracco on February 11<sup>th</sup>.

### **Employee Wellness Program**

In cooperation with existing instructors, a group of exercise classes are offered to City employees at no charge. The classes are also available to the general public with a nominal walk-in fee; these classes are held at the Recreation Department. Classes offered include BOSU, Semi-Personal Training, Total Body Challenge, Pilates, Yoga and Zumba. Employees are encouraged, through the wellness newsletter and reminder emails, to continue their fitness mile record-keeping and their exercise programs in the Cardio Room and to attend the instructional classes available to them.



### **Doggie Day at the IOP Rec**

The 9<sup>th</sup> Annual Doggie Day at the IOP Rec was held on Saturday, February 7<sup>th</sup> from 9:00 a.m. – 12:00 p.m. Dr. Jose Biascoechea of Birds and Exotic Animals was on-site to administer rabies vaccinations for \$10.00 from 9:00 a.m.-12:00 p.m., and Isle Of Palms Animal Control sold dog licenses from 9:00 a.m.-12:00 p.m. Free dog photos were also available. Sixty-nine (69) dogs participated in the dog show that began at 10:00 a.m. Sponsors who contributed to prizes included the following: *Hairy Winston Pet Boutique, Dolittle's Pet Store, Camp Bow Wow, Island Veterinary Care, and S.T.A.R. Therapy Dogs*. Other vendors onsite were *Doc Williams SPCA, Shih Tzu and Furbaby Rescue, Carolina Poodle Rescue, Your Dog's Day Out, Valiant Animal Rescue, and Pawsative K9 Training*.

### **Cupid's Card Shoppe**

On Thursday, February 12<sup>th</sup> at 4:00 p.m., twenty (20) children attended Cupid's Card Shoppe to make a Valentine's Day cards for their parents, brothers or sister and anyone that they chose to acknowledge. The activity took place in the Magnolia Room, and all the materials were provided by the Recreation Department.

## **UPCOMING EVENTS**

### **Island Gras**

The Island Gras street festival will be held on Front Beach on Saturday, March 7<sup>th</sup> from 12:00 p.m. – 4:00 p.m. The festival will feature musical performances by local artists Haley Mae Campbell and the Dave Landeo Band. Other forms of entertainment will include: jump castles, mechanical bull, balloon artist, face painter, and children's karaoke. Local restaurants, businesses, and craft vendors will be on the street selling and advertising their goods and services.

### **St. Patty's Day Gold Hunt**

On Thursday, March 12<sup>th</sup> at 4:00 p.m., children are invited to the Recreation Center to decorate a "pot" to fill with gold chocolate coins. Once the pots are decorated, the children will search the Recreation grounds and building for gold chocolate coins that the Recreation Leprechaun hid in, what he thinks, are safe locations.

### **Summer Camp**

Registration for summer camp begins on Monday, March 16<sup>th</sup> at 7:00 a.m. for IOP residents and Monday, March 23<sup>rd</sup> for non-residents. Candidates for Camp Counselors will be interviewed within the next two (2) months; several Counselors will be returning from last year.

#### **Camp Summershine ages 5-7 and 8-12 years old.**

**Week 1: June 8 - 12 - Discover Nature**

**Week 2: June 15 - 19 - Life On The Sea**

**Week 3: June 22 - 26 - Space is the Place**

**Week 4: June 29 - July 2 - Dodge This!**

**Week 5: July 6 - 10 - Whirling Waters Week**

**Week 6: July 13 - 17 - Game Show Mania**

**Week 7: July 20 - 24 - Fun With Food**

**Week 8: July 27 - 31 - Island Idol**

#### **Wee Camp ages 3-4 year olds.**

**Week 1: June 8 - 12 - Barnyard Palooza**

**Week 2: June 15 - 19 - Disney Week**

**Week 3: June 22 - 26 - Once Upon A Time**

**Week 4: June 29 - July 2 - Holidaze**

**Week 5: July 6 - 10 - Splish Splash Week**

**Week 6: July 13 - 17 - Under the Big Top**

**Week 7: July 20 - 24 - Fun With Food**

**Week 8: July 27 - 31 - Music Makers**

### **Easter Egg Hunt**

The annual IOP Easter Egg Hunt is scheduled for Saturday, April 4<sup>th</sup> at 10:00 a.m. There will be four (4) age groups searching for Easter Eggs to swap for a bag of candy. The age groups are 3 and under, 4-6, 7-9, and 10-12. The day will feature jump castles, balloon artist, photo booth, face painter, and an appearance by the Easter Bunny; Lowcountry Fun Foods will provide popcorn and cotton candy during the event.

### **Yard Sale**

The annual IOP Yard Sale will be held on Saturday, April 25<sup>th</sup> from 8:00 a.m.-12:00 p.m. at the Recreation Department. Participants can purchase a 10'x10' space for five (5) dollars and may purchase a maximum of two (2) spaces. Vendors may only sell used or "like new" items; Goodwill will be on hand to collect items that are not sold during the event.

### **Music in the Park**

On Saturday, May 9<sup>th</sup> from 1:00 p.m.- 4:00 p.m., the Recreation Department will host "*Music in the Park*", and musicians John Emil and Yeehaw Junction will provide entertainment and local restaurant Long Island Café will offer food throughout the event. Those who attend are asked to bring their lawn chairs and/or blankets to sit under the trees.

### **Sand Sculpting Competition**

The 27<sup>th</sup> Annual Piccolo Spoleto Sand Sculpting Competition will be held on Saturday, May 30<sup>th</sup> beginning at 9:00 a.m. on Front Beach. Sponsors have donated prizes that will be awarded to the top three (3) in each of the following categories: Adult (21 and older), Family (at least one adult & one young adult or child), Young Adult (ages 15-20), Children's (ages 14 and under), Best Architectural, Most Creative, and Best in Show – Overall.

### **OTHER WORK PERFORMED**

- Updated information boards at Connector and Breach Inlet.
- Supervised School's Out Activities.
- Attended SCRPA Programming Summit.
- Attended Wellness Committee meeting.
- Counted dump trucks for beach restoration project.
- Signed participants up for classes/programs offered by the Recreation Department.

### **COMMUNITY SPECIALIST**

By 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 events and activities on community calendars.
- Developed monthly room and event calendars.
- Showed first time visitors around Recreation Center and introduced them to all of our accommodations and programs that are available.
- Completed housekeeping duties when supervisor was unavailable.

### **Other Duties**

- Located and entered special events/newspaper articles into binder.
- Maintained lost-and-found folder and bins.
- Completed and sent out weekly PSA's.
- Completed and sent out real estate PSA.
- Updated news calendars on local news websites.
- Updated website with new activity guide information.
- Made closing sign for Recreation Center.
- Helped with social media events.
- Update class schedules for February.
- Updated free t-shirt information.
- Created blue banner for Island Gras.
- Sent out upcoming events to the Island Eye News.
- Created weekly reviews for the front desk.
- Sent out payment reminders for Youth Basketball.

### **February 2015**

Cardio Room Usage: 295

Open Gym Participants: 114

## **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 setup of gymnasium and classrooms for daily scheduled programs, athletics, activities, meetings and special events.

### **Interior Maintenance**

- Serviced, lubricated and cleaned Cardio Room equipment.
- Unclogged toilets and drains as needed.
- Re-tightened hardware within all restrooms.
- Replaced light bulbs and ballasts as needed.
- Performed seasonal high level dusting throughout the Expansion.
- Machine scrubbed Expansion Halls, Magnolia/Palmetto Rooms and gymnasium floors.
- Repaired Cardio Room window frame and touched up the paint.
- Contacted Roto-Rooter to re-install the spud and stand pipe in the Men's restroom toilet.
- Repaired the High Tide exercise ball storage rack.

### **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.
- Contacted Carolina Gas to refill the gymnasium heater gas tank.
- Supervised the annual back-flow valve inspection test.

## **PARKS & GROUNDS MAINTENANCE**

Nick Bako

### **Recreation Building and Activities**

- Re-secured middle support beam to gym doors.
- Re-affixed ceiling tiles in gym.
- Completed monthly reports.
- .Attended staff meetings.
- Adjusted angle of security cameras as requested.
- Set flags at half-mast and back to full as requested.
- Installed new ballast for lobby lighting.
- Helped to clean gym floors.
- Helped deflate and store gym basketballs for next season.
- Adjusted concession stand entrance door.
- Tightened basketball backboard cushions in gymnasium.
- Assisted in monthly programs, activities and events, i.e. Keenagers and Doggie Day.

### **Recreation Grounds**

- Lubed all outside locks.
- Installed new flagpole system to #2 Frisbee golf course.
- Raked and bagged leaves.
- Installed mulch, where needed.
- Raked and leveled areas in front of building entrance.

### **Playground**

- Applied weed killer.
- Leveled mulch.
- Removed and replace damaged Dragon Challenge head.
- Hammered spikes back into ground for the border of play area.

### **Basketball and Tennis Courts**

- Kept courts clean.
- Installed new nets at the basketball court and re-tied nets as needed.

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

- Touched up paint in dugouts inside and out.
- Removed and stored baseball registration signage.
- Assembled L-screen for baseball.

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

- Applied weed killer in dugouts.
- Lifted irrigation housings to proper levels on the field.

### **Soccer Field**

- Applied 0-0-7 with dimension pre-emergent fertilizer.
- Aerated the field.

### **Bark Park**

- Cleaned fountain drain screen.
- Filled holes as needed and filled the Scooper boxes.
- Installed mulch at front entrance.

### **Multi-purpose Field**

- Picked up debris and maintained as needed.

### **Equipment**

- Tune-up, lube and oil performed on -150 truck by vendor.
- Replaced rope-pull for Stihl leaf blower.
- Repaired megaphone switch.
- Replaced rope-pull on Craftsman blower.
- Replaced battery in tractor.
- Installed new pin and cotter units on tractor loader arm.