



RECREATION DEPARTMENT MONTHLY REPORT JULY 2010

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

PROGRAMS & ACTIVITIES

Karrie Ferrell

Auditions

Open auditions for "Miracle on 34th Street" are scheduled for Monday, October 18th at 6:30 p.m. Youth and adult actors will be needed for the production. Rehearsals will be held October – December, and the performances are scheduled for December 8th – December 11th. Tickets will go on sale November 1st and will be \$5 for adults, and children six and under will be admitted free.. Directed by Jimmy Ward and the Crabpot Players.

Babysitting Course

The next class is scheduled for Saturday, October 9th at 9:00 a.m. Class is instructed by the American Red Cross.

Ballet

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

Canasta

Canasta will resume in September.

Conditioning Xpress

July: Four (4) people have been participating by the class. Classes are held on Tuesdays and Thursdays in the High Tide/Low Tide rooms from 2:05 p.m. - 2:45 p.m. Pat Boyd, Instructor.

Dog Obedience

Kinderpuppy: June 21st – August 9th

Eight (8) people are enrolled. The next class is scheduled for August 23rd. Kinderpuppy is held on Mondays at 6:30 p.m. in the gymnasium.

Canine Good Citizenship

The Good Citizenship class will help dog owners with advanced training techniques. Dogs must complete Kinderpuppy or Companion dog training before enrolling in this class. The session began Monday, June 21st at 7:30 p.m. Four (4) people are participating in the class. Susan Marrett, Instructor.

Companion Dog Obedience

The next session is scheduled for August 23rd. Class is held on Mondays at 7:30 p.m. in the gymnasium.

Evening Yoga

Evening Yoga is held on Mondays and Wednesdays from 5:30 p.m. - 6:30 p.m. in the High Tide/Low Tide rooms. Evening Yoga costs \$40 for residents, \$45 non-residents and \$7 for walk-ins.

Session: July: twenty (20) people are participating by the class. Lesley Wamsley, Instructor.

Gather Knit & Stitch

Three (3) participants took part in the Gather Knit & Stitch program for May and June. Gather Knit & Stitch is held on Mondays from 10:00 a.m. – 11:30 a.m. in the Lobby.

Guitar Lessons

Classes will resume in September. Lee Archer, Instructor

Gymnastics/Tumbling

Classes will resume in September. Tricha Tapio, Instructor.

Jump Start

Registration for the 2010-2011 school year is open with spaces available in both Monday/Wednesday/Friday and Tuesday/Thursday classes. Open House is scheduled for Monday, August 16th at 9:00 a.m. Parents and students are invited to attend to meet teachers and classmates. The first day of school will be Wednesday, August 18th. Robin Lee, Instructor.

Keenagers

Keenagers will resume in September. A planning meeting with the 2010-2011 coordinators is scheduled for Tuesday, August 17th at 2:00 p.m. The coordinators will discuss speakers, programs, trips and Lunch Bunch activities.

Line Dancing

Line dancing meets on Fridays at 1:30 p.m. First-time students can receive extra help at 1:15 p.m. Twenty-two (22) participants attend this class. The line dancing program will end in August. Ann Bushong, Instructor.

Middle School Dance

The next middle school dance is scheduled for Friday, September 10th at 7:00 p.m. The dance theme is 80's Extravaganza; the first one hundred (100) participants will receive 80's style sunglasses. The dance is \$5 at the door and open to 6th, 7th and 8th graders.

Mah Jongg

Four (4) people have been socializing and playing Mah Jongg at the Recreation Department. Participants meet on Mondays from 12:00 p.m. - 3:00 p.m. Participants supply materials for this activity.

Mexican Trains

The program will resume in September.

Mommy & Me

The program will resume in September.

Salsa

Classes will resume in September.

Saturday Yoga

Session July: Two (2) participants have paid for the session, and three (3) people are participating by the class. Class is held on Saturdays from 10:00 a.m. - 11:15 a.m. in the High Tide/Low Tide Rooms. Ayla Sarnoff, Instructor.

School's Out Activities

Dodgeball has been planned on select Wednesdays after camp. The activity is held from 3:45 p.m. - 5:00 p.m. Registration is not necessary - participants need to show up and play. The activity is free. Twenty-five (25) youths participated on June 30th, nineteen (19) people participated on July 7th, thirty (30) people participated on Jul 14th and twenty (20), on July 21st. A tournament is scheduled for August 10th and 12th. The activity is supervised by Recreation Staff.

Senior Aerobics

Session July: Sixteen (16) people have been participating in the Senior Aerobics class. Class is open to all levels of exercise and is offered at a nominal fee of \$2 per class or \$12 for the month. Classes are held on Tuesdays and Thursdays from 3:00 p.m. – 4:00 p.m. Judy Fischer, Instructor.

Senior Exercise

Session July: Thirty-five (35) active seniors participated in the class for the month of July. The class continues to have a waiting list and is held Mondays, Wednesdays and Fridays at 3:00 p.m. in the High Tide/Low Tide Rooms. Judy Fischer, Instructor

Tae Kwon Do

Youth July: Eleven (11) participants attended the youth Tae Kwon Do class.

Tae Kwon Do is offered Saturdays in the Gym at 9:00 a.m. New participants can join the youth class in January, June and September.

Adult July: Thirty-three (33) participated in the adult class. Adult Tae Kwon Do is offered Saturdays in the Gym from 11:00 a.m. to 12:00 noon, Wednesdays in the gym from 7:00 p.m. to 9:45 p.m. and Mondays in the High Tide/Low Tide rooms from 6:30 p.m. to 7:30 p.m. Adults can join class anytime. Dr. Jack Emmel, Instructor.

Tennis for Adults

Beginning: July 6 – July 22

Six (6) women are participating in the class. Classes are held on Tuesdays and Thursdays at 8:00 a.m. The next session is scheduled for September.

Intermediate: July 15 & July 22

A two-day intermediate class was held on Tuesdays and Thursdays at 9:00 a.m. Four (4) ladies participated. The next session is scheduled for September.

Men's Tennis: July 6 – July 26

Four (4) men have are participating. The next session is scheduled for September.

Tennis for Youth

July 6 – July 22: 6-8 year old class, no one signed up for the session. 9-12 year old class, six (6) children are participating. Class is held on Tuesdays and Thursdays at 6:00 p.m. The next session is scheduled for September. Corinne Enright, Instructor.

Theater Camp

Twenty-two (22) youth are signed up for theater camp. Camp will be held August 2nd – August 13th from 9:00 m. – 12:00 p.m.; a production will be held at the end of camp on August 13th at 6:30 p.m. Jimmy Ward, Instructor.

Tiny Tots

Registration for the 2010-2011 school year is open and spaces are available. Registration will remain open until the class is full with seven (7) participants. Open House is scheduled for Monday, August 16th at 9:00 a.m. Parents and students are invited to attend to meet teachers and classmates. The first day of school will be held on Wednesday, August 18th. Cathy Adams, Instructor.

Total Body Challenge (TBC)

Session: July: Nine (9) people participated. Class is held Tuesday–Friday at 8:00 a.m. to 9:00 a.m. in the High Tide/ Low Tide Rooms. Pat Boyd, Instructor.

Yoga

Session: July: Four (4) people participated Yoga is held on Tuesdays and Thursdays in the High Tide/Low Tide Rooms from 12:30 p.m. – 2:00 p.m. Pat Boyd, Instructor.

Zumba

Forty-one (41) ladies have participated in the Zumba class. The Zumba class has been extended to Wednesdays at 6:45 p.m. Participants are now able to pay by the month to attend the class. Participants can buy four (4) classes for \$25 or eight (8) classes for \$50; participants also have the option of paying \$8 by the class. Classes are held Mondays and Wednesdays at 6:45 p.m. in the High Tide/Low Tide Rooms. Dale Ellison, Instructor.

Wellness Program

June Fitness File winner was Laura McLellan. The July winner will be selected at the August Personnel Committee meeting. The next Lunch and Learn is scheduled for August 11th. East Cooper Medical Center will talk about their participation in the upcoming Community Wellness Fair, as well as the fitness profile, blood work and flu shots they will offer each employee. The August wellness newsletter will be included with employee pay vouchers on Friday, July 30th. Staff continues to work on details for Wellness Fair.

Activity Guide: September – December 2010 New Class List

Kensington Etiquette: Ages 4-5 & 6-12

Etiquette class using proven techniques that are fun and age-appropriate and that lay foundations for a lifetime of good manners and social skills. Topics of the class will include dining etiquette, bye, bye Mr. Burpy, introductions and greetings, 911 emergencies and more. Class for the 4-5 year olds will be held on Thursdays at 12:30 p.m.; the session will begin September 16th. Classes for the 6-12 year olds will be held on Tuesdays at 4:00 p.m. starting September 14th. Kensington Etiquette of Charleston, Instructor.

Tap Dance: Ages 2-5

A beginner class teaching tap dance techniques; tap shoes are required. Class is scheduled for Tuesdays at 12:30 p.m. in the Magnolia Room. Kim Chesley-Breland, Instructor.

Hip Hop: Ages 5 -12

The Hip Hop class will teach basic moves to improve coordination and rhythm with fun music. Class is scheduled for Tuesdays at 6:15 p.m. starting September 21st. Emily Self, Instructor.

Semi-Personal Training

This fitness class is an educational/fitness class that will help with goal setting, motivational strategies and skills to create a healthier lifestyle. Class begins with a 10-minute health-talk followed by a 50-minute sweat session. Class is limited to six (6) participants. There will be two (2) classes offered – a morning class on Tuesdays and Thursdays 10:30 a.m. and an evening session on Tuesdays and Thursdays at 5:30 p.m. Session starts on September 7th. Geri D'Italia, Instructor.

Fit Smart: Brain Games

Exercise for the brain. Find out what scientist are discovering about the brain, such as how it is different from its younger self and what to do to keep it strong. Classes will include games, trivia and more. Class is scheduled for Thursdays at 9:30 a.m. starting October 14th. Dana Brown, Instructor.

Writing Your Memoirs

Everyone has a story to tell, and this class will help you get started. Each class includes instruction, examples and writing exercises. Discover how to uncover memories. Class will be held on Tuesdays at 10:00 a.m. starting September 7th. Tonya McGue, Instructor.

Miscellaneous Work Completed

- Created employee schedules
- 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
- Attended IOP Connector Run Meeting, assisted with design of sponsor program
- Hired new instructors for fall programming
- Assisted with front desk duties and class check-ins
- Assisted with Camp Summershine and Wee Camp
- Working on September - December 2010 activity guide
- Completed fall room schedule for all upcoming classes and programs
- Applied for 2010 Innovative Programming Award with SCRPA (South Carolina Recreation and Parks Association) for the School's Out Program.
- Contacted Rec Trac for upgrade process and information.
- Assisted with Beach Run duties, registration set up, awards, youth fun-runs and pictures.

ATHLETICS

Ben Hull

Adult Sports

Fall Adult 3 on 3 Basketball

Registration will be held August 2nd – 20th. Games will be played on Thursday evenings. The registration fee is \$60 per team. The captains' meeting will be held Wednesday, September 1st at 5:30 p.m.

Fall Adult Softball

Registration will be held August 2nd – 20th. The registration fee is \$425 per team with a limit of twelve (12) teams. Games will be played on Monday and Wednesday evenings. The captains' meeting will be held Wednesday, September 1st at 6:00 p.m.

Fall Adult CoEd Volleyball

Registration will be held August 2nd – 20th. The registration fee is \$450 per team with a limit of twelve (12) teams. Games will be played on Sunday afternoons and Tuesday evenings. The captains' meeting will be held Tuesday, August 24th at 5:30 p.m.

12th Annual Half Rubber Tournament

The 12th Annual Half Rubber Tournament is scheduled for Saturday, August 21st and Sunday, August 22nd, if needed. The Captains' meeting/check-in will begin at 8:30 a.m., and games will begin at 9:00 a.m. The registration fee is \$20 per person. Teams may consist of 3 or 4 players. Currently, two (2) teams have registered for the tournament. Sponsors for the tournament have been finalized. Information concerning the tournament may be found on the website at:
http://iop.net/Departments/Recreation_Adult_HalfRubberTournament.aspx

Adult Flag Football

Adult pick up flag football games have been scheduled in the fall for the 1st Sunday of every month beginning Sunday, August 1st. A tournament has been scheduled for December 5th for the teams that participate. Adults, ages 18 and older, are invited to participate. A Recreation staff member will be onsite to supervise the games.

Youth Sports

Fast Start Soccer

Registration will be held August 2nd -20th for Isle of Palms residents. Open registration will begin August 9th until full. The registration fee is \$20 for Isle of Palms residents and \$25 for non-residents. The Parent/Player Meeting for Fast Start will be held Saturday, August 28th at 10:00 a.m.

5/6yr old Soccer

Registration will be held August 2nd – 20th for Isle of Palms residents. Open registration will begin August 9th – 20th. The registration fee is \$30 for residents and \$35 for non-residents. The coaches' meeting will be held on Wednesday, August 25th at 5:00 p.m. The Parent/Player Meeting will be held Saturday, August 28th at 11:00 a.m.

7/8 yr old Soccer

Registration will be held August 2nd- 20th for Isle of Palms residents. Open registration will begin August 9th – 20th. The registration fee is \$30 for residents and \$35 for non-residents. The coaches' meeting will be held on Wednesday, August 25th at 5:15 p.m. The Parent/Player Meeting will be held Saturday, August 28th at 11:00 a.m.

9-12 yr old Soccer

Registration will be held August 2nd- 20th for Isle of Palms residents. Open registration will begin August 9th- 20th. The registration fee is \$30 for residents and \$35 for non-residents. The skill evaluation/coaches' meeting will be held on Wednesday, August 25th at 6:00 p.m. The Parent/Player Meeting will be held Saturday, August 28th at 11:00 a.m.

Athletic Events

Friday Night Hoops

Friday Night Hoops is an opportunity for youth ages 7–12 to participate in a Friday night basketball clinic where Scottie Frier and Recreation staff supervise, instruct and play from 6:00 p.m. – 8:00 p.m. The most recent Hoops session was offered on July 9th where eight (8) players participated and learned the various skills of basketball. The upcoming session will be offered on Friday, July 23rd. There is a \$10 registration fee per athlete. All participants receive a shirt, towel, magnet or duffle bag during each session.

Friday Night Hoops Participation:

March 12 th	Session Total: 8	Isle of Palms: 1	Non Residents: 7
March 26 th	Session Total: 8	Isle of Palms: 1	Non Residents: 7
April 23 rd	Session Total: 9	Isle of Palms: 6	Non Residents: 3
May 7 th	Session Total: 4	Isle of Palms: 3	Non Residents: 1
May 14 th	Session Total: 1	Isle of Palms: 0	Non Residents: 1
June 11 th	Session Total: 5	Isle of Palms: 3	Non Residents: 2
June 25 th	Session Total: 1	Isle of Palms: 1	Non Residents: 0
July 9 th	Session Total: 8	Isle of Palms: 6	Non Residents: 2
July 23 rd	Session Total: 7	Isle of Palms: 6	Non Residents: 1

Saturday Sticks

Saturday Sticks is an opportunity for youth ages 7-12 to participate in a Youth Lacrosse Clinic instructed by Coach Michael Hay. Children will learn the game of lacrosse, i.e. proper catching, throwing, passing and shooting techniques. These sessions will be held on select Saturdays from 1:00 - 3:00 p.m., and it is free. Three (3) children participated the last session that took place July 17th. The upcoming session will be offered on Saturday, August 28th on the soccer field.

Saturday Sticks Participation:

March 13 th	Session Total: 12
March 27 th	Session Total: 15
April 24 th	Session Total: 5
May 8 th	Session Cancelled
May 22 nd	Session Total: 15
June 19 th	Session Total: 3
July 10 th	Session Total: 11
July 17 th	Session Total: 3

Isle of Palms Beach Run

The Beach Run consisted of a Four (4) Mile Run/Walk that began at 8:00 a.m. on Saturday, July 18th. The event also included Youth Fun Runs that began at 9:00 a.m. Two hundred thirty-three (233) participants competed in the Four (4) Mile Run/Walk. Sixty (60) youths competed in the Youth Fun Runs. The top three (3) participants in each category competing in the Four (4) Mile Run/Walk received medals. The Youth Fun Run participants received participation ribbons and coupons for free Carvel Ice Cream. The overall male and female winners of the race received a gift bag with gift certificates to various sponsors around the Lowcountry. The award ceremony started at 9:30 a.m. and was over by 10:00 a.m. Registration was available on-line at www.allsportrunning.com and at the Isle of Palms Recreation Center. Registration forms were distributed to gyms and specialty sport shops around the Lowcountry to notice the event. Sponsors included *IOP Accommodations Tax, Powerade, Windjammer, Trek Bicycles, SC Agriculture Department, Carvel, Trysports, Health Source, Beach House Spa, Adidas, Vitamin Water, BILLO, Bodacious Bagels, Diamond Springs Water, IOP Marina, Charleston Limo, Charleston Bicycle Company, and East Cooper Sporting Goods.*

Girls Volleyball Clinic (10-15 year olds)

The Isle of Palms Volleyball Clinic was instructed by Wando High School Volleyball Coach Alexis Glover. The clinic was held July 6th - 9th from 9:00 a.m. - 12:30 p.m. The registration fee was \$125 and was open to girls ages 10-15; thirty-nine (39) girls participated in camp. Campers received a camp shirt.

Lacrosse Camp (7-18 year olds)

The Isle of Palms Lacrosse Camp was instructed by Lowcountry Lacrosse. The camp was held July 19th - 23rd. The registration fee was \$125 for residents and \$130 for non-residents. The camp was open to boys and girls ages 7-18. Seventy-four (74) children took part in camp. Campers received a 1-year membership to US Lacrosse, reversible pinny, lanyard, sticker and a camp shirt.

Rising Stars Basketball Camp (5-13 year olds)

The Isle of Palms Rising Stars Basketball Camp is instructed by Rising Stars Staff. Camp will run July 25-29 from 9:00 a.m. - 1:00 p.m. Basketball Camp is for children ages 5-12 years old. Registration began March 29th for IOP residents; open registration began on April 12th. The registration fee is \$125 for IOP residents and \$130 for non-residents. Fourteen (14) children registered for camp. Campers will receive a camp shirt, headband, basketball and water bottle.

Soccer Camp (5-13 year olds)

The Isle of Palms Soccer Camp is instructed by Suarez Soccer School. The camp is scheduled for August 2nd- 6th. The registration fee for a half-day of camp is \$125, while the registration fee for the full day of camp is \$200. Half-day camp is being offered to all ages; however, 5 and 6 year old children only have the half-day option. Registration began March 29th for IOP residents. Open registration began on April 12th. Currently ten (10) children are registered for a full day of camp and seven (7) for a half day. Campers will receive a camp t-shirt and soccer magnet.

Other Work Completed

Assisted with 4 th of July Fireworks	July 4 th
Assisted with School's Out Dodgeball	July 7 th , 14 th and 24 th
Scheduled fall youth soccer registration	August 2 nd – August 20 th
Scheduled fall adult softball registration	August 2 nd – August 20 th
Scheduled fall adult 3-on-3 registration	August 2 nd – August 20 th
Scheduled fall adult volleyball registration	August 2 nd – August 20 th

Upcoming Events

Friday Night Hoops	August 13 th
Saturday Sticks	August 28 th
Youth Dodgeball Pickup Games	August 10 th , August 24 th
Half Rubber Tournament	August 21 st
Adult Flag Football Games	August 1 st , October 3 rd , November 7 th , December 5 th

SPECIAL EVENTS & ACTIVITIES

Will McElheny

Camp Summershine & Wee Camp

Camp Summershine began Monday, June 7th. This eight (8) week camp will end on Friday, July 30th. All weeks of Camp Summershine were full before camp began. Eight (8) camp counselors were hired to supervise an average of seventy-two (72) children who participated each week. Counselors develop and organize a schedule of activities, games and events for each week of camp according to the weekly theme. Some of the themes include Wet and Wild, Dodge This, Around the World and Island Idol Talent Show week. The Counselors, along with Recreation staff, organize and supervise daily morning fitness activities, arts and crafts, team building activities and games. Campers participate in onsite activities provided by Charleston Jump Castles and experience off-site field trips to Splash Zone, Blackbeard's Cove, River Dog's Game, the Isle of Palms Beach and Carolina Ice Palace.

Camp Participants:

Wee Camp	88 Residents	9 Non-residents
Camp Summershine	311 Residents	35 Non-residents

Up Coming Events

Isle of Palms Wellness Fair

The City of Isle of Palms 2010 Community Wellness Fair is scheduled for Thursday, September 16, 2010. The City has teamed up with East Cooper Medical Center to provide blood work for island and island residents that will include a metabolic panel costing only \$25.00 for those interested. Employees interested in an annual physical and blood work will be given an appointment 2 weeks prior to the event.

Exhibitors from last year's fair are being invited to attend. All healthcare professionals, businesses and organizations will be confirmed later this month. A range of health care professionals will be available to residents and employees which will include chiropractors, dermatologists, family practice, geriatric specialists, gastro-enterologists, OB/GYN, optometrists, hearing specialists, nutritionists, podiatrists, dentists and weight management and research clinics. East Cooper Medical Center will provide the following free screenings and information:

- Blood Pressure Checks
- Flu Update and Information
- Living Wills and Durable Healthcare Power of Attorney
- Prescription Brown Bag - A registered pharmacist will review medications
- Restoring Optimal Mobility after Illness or Injury
- Signs of a Stroke
- Symptoms and Risks of a Sleeping Disorder

Halloween Carnival

The Annual Halloween Carnival is scheduled for Saturday, October 30th from 5:00 p.m. to 7:00 p.m. and is a free event. Entertainment will include jump castles, a face painter, balloon artists, a fortuneteller and temporary tattoo booth. Costume contests will begin at 5:30 p.m. All participants will receive a participation prize. The age groups for the costume contest will be 1 year and under, 3 years and under, 4-5 years, 6-7 years, 8 years, 9 years, 10 years, 11-12 years and 13 years and older.

Holiday Card Drawing Contest

The card-drawing contest is scheduled for Thursday, November 11th from 4:00 p.m. to 6:00 p.m. for children twelve (12) and under. Recreation staff will choose from the cards entered, and the winning drawing will be the official Recreation Department Holiday Card.

Holiday Craft Workshop

On Thursday, November 18th from 4:00 p.m. to 6:00 p.m., children ages fifteen (15) and under are invited to decorate holiday stockings. All materials will be provided. Participants must pre-register by Friday, November 12th.

Additional Work Completed

- Completed registration and cancellations for Camp Summershine
- Assisted in preparations for Activity Guide (fall/winter programs)
- Attended weekly staff meetings
- Assisted with the 2010 Beach Run registration and event set-up
- Working on new ideas for special events in 2011

COMMUNITY SPECIALIST

By Carol Keller

Daily Responsibilities

- Completed opening procedures and reported damages to supervisor
- Updated department 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 and events
- Assisted the Director and other staff members on a regular basis
- Prepared purchase orders for staff
- Participated in weekly staff meetings
- Worked with staff to deliver weekly public service announcements to media
- Called concession vendors when machines are not working properly

Other Duties

- Organized information board letters
- Matched invoices & purchase orders and filed
- Started a spreadsheet of general ledger accounts
- Reviewed the new Activity Guide
- Made a list of the participants of the IOP Beach Run by city and state
- Folded Beach Run shirts
- Entered Tiny Tots and Jump Start children into Rec Trac for August and September and ran the receipts
- Helped get the packets ready for the Beach Run
- Entered new e-mail address for the E-Newsletter distribution
- Worked registration table for the IOP Beach Run 2010

Most Frequently Asked Questions

How old is the facility? It looks so great.

We are visiting; may we use your cardio room?

Most Frequent Unsolicited Comments

"Best part of the Rec Center is the Cardio room. Thanks you for having it."

"Such a beautiful facility."

Front Desk Summary:

	Phone Calls	Walk-In
May	707	824
June	367	488
July (closed for July 5)	639	810

Cardio Room Usage

May	312
June	205
July	279

Open Gym Participants	Residents	Non-Residents
May	179	218
June	129	234
July (closed a lot for camp)	75	158

Weekend Front Desk	Phone Calls	Walk-ins
May	30	6
June	34	45
July	50	74

PARKS & FACILITIES

Shelia Redmon

Housekeeping

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

Facility Preparations

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

Interior Maintenance

- Serviced and cleaned Cardio Room equipment
- Unclogged toilets and drains as needed
- Adjusted gym ceiling tiles
- Replaced light bulbs as needed
- Repaired gym door divider mounting bracket
- Machine scrubbed tile floors
- Reconnected toilet pipes in the women's restroom
- Cleaned the trophy case interior

Exterior Maintenance

- Inspected playground equipment and removed graffiti and wasp nest
- Removed trash and debris from around the building
- Washed porch, rocking chairs and under eaves

Miscellaneous

- Attended staff meetings
- Placed phone calls to and met with supply sales representatives
- Ordered and received maintenance supplies
- Assisted with message board updates
- Updated the MSDS book and other maintenance records
- Assisted at the City Annual 4th of July Event
- Assisted at the Annual IOP Beach Run

PARKS & GROUNDS MAINTENANCE

Nick Bako

Recreation Building and Activities

- Installed new restroom sign at side entrance
- Completed monthly reports
- Assisted in monthly functions and events. Set-up nets and lined fields and courts for Volleyball, Lacrosse and Soccer camps. Assisted with the IOP Beach Run and 4th of July Fire Works show.
- Cleared and cleaned all gutters on main and gym building
- Cleaned A/C unit of standing water above lobby entrance

Recreation Grounds

- Trimmed palm fronds at entrance to complex
- Cleaned trash receptacle tops at front entrance
- Replaced SC state flag
- Washed flooring at picnic shelter along with two large barrels
- Trimmed shrubs at front and sides of building

Playground

- Leveled play area as needed
- Weeded inside play area as needed
- Completed monthly inspections

Basketball and Tennis Courts

- Reinstalled two windscreens with wire ties after stormy weather
- Replaced fence ties as needed
- Repaired water fountain bubbler

Baseball (Scalise) Field

- Groomed field as needed

Softball (Clarkin) Field

- Repaired fencing with fence ties
- Applied Ambush for fire ant control as needed for summer camps
- Groomed field as needed

Soccer Field

- Fertilized field with 18-0-8 with Allectus insecticide
- Checked sprinkler heads and cleared for proper watering
- Filled field as needed with topsoil and sand mixture
- Repaired netting and set up goals for upcoming camp for Soccer

Bark Park

- Filled holes as needed and replenished doggie poop scoops

Multi-purpose Field

- Picked up debris and maintained as needed
- Lined for volley ball and lacrosse camps

Equipment

- Washed truck and golf cart
- Replaced set of blades on Z-master mower

OPERATIONS

Employee Overtime

May 8 hours
June 4.25 hours
July 4.50 hours

Beach Run, Volleyball Camp, Basketball camp, Lacrosse camp and July 4th Fireworks show.

Information Boards

Recreation staff continues to keep the information boards at the Connector and also at Breach Inlet updated.

	# times boards were changed	Amount of time
February	7	4 hours 50 minutes
March	8	6 hours 15 minutes
April	8	5 hours 55 minutes
May	10	6 hours 50 minutes
June	11	9 hours 30 minutes
July	8	7 hours