



RECREATION DEPARTMENT MONTHLY REPORT November – December 2011

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

PROGRAMS & ACTIVITIES

Karrie Ferrell

Babysitting Course

The next babysitting class is scheduled for Saturday, February 4th. One (1) person is currently enrolled. The course will be instructed by the American Red Cross.

Ballet

Eight (8) ballerinas participated in the September 12th – November 14th session. The next session is scheduled for January 9, 2012; classes are offered to children ages 2 – 5 years old. Classes will be held on Mondays at 12:30 p.m. in the High Tide/ Low Tide Rooms. Kim Chesley-Breland, Instructor.

Barre Fitness

Class was cancelled due to low participation.

Boater Education

Boater education scheduled for Saturday, December 10th was cancelled due low participation. The next class is scheduled for April 14, 2012, and participants need to register through SCDNR. Instructed by Department of Natural Resources.

Dog Obedience

Kinderpuppy – November 7

Ten (10) people are participating in the Kinderpuppy class. Classes are held on Mondays at 6:30 p.m. in the gymnasium. The next session of Kinderpuppy is scheduled to begin Monday, January 9, 2012, and two (2) people are enrolled in the upcoming class.

Canine Life & Social Skills

A new dog obedience class developed by The Association of Pet Dog Trainers teaches real life skills such as walking politely on a leash with distractions and meeting strangers and other dogs. Classes teach house manners, attention, the ability to relax and remain calm, coming when called and much more. The classes started on Monday, November 7th at 7:30 p.m. with eleven (11) people enrolled. Susan Marrett, Instructor.

Just the Basics

This dog obedience class is for dogs 6 months and older. Dogs are taught good manners and basic commands such as sit, stay, down and leave it. Classes are scheduled for January 9, 2012 at 7:30 p.m. At this time no one is enrolled. Susan Marett, Instructor.

Evening Yoga

November: Twenty-one (21) people participated. One (1) paid for the session, and all others paid by the class.

December: Six (6) people have attended as of December 15th. One (1) paid for the session; all others paid by the class. Classes are held on Wednesday at 5:30 p.m. in the High Tide/Low Tide Rooms. Jen Schoolfield, Instructor.

Gather Knit & Stitch

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

Guitar Lessons

No one participated in the November or December sessions of guitar. The next session is scheduled to begin Tuesday, January 3, 2012; sessions run monthly and cost \$100 for Isle of Palms residents and \$105 for non-residents. Lee Archer, Instructor.

Gymnastics/Tumbling

Fourteen (14) people participated in the November session of gymnastics; eleven (11) people are participating in the December session. Classes are held on Tuesdays at 3:30 p.m. in the Palmetto Room. Gymnastics sessions run in 6 week increments, and the cost is \$70 for Isle of Palms Residents and \$75 for non-residents. Tricha Tapio, Instructor.

Jump Start

The Jump Start program is full with ten (10) participants in class. Enrollment for the 2012-2013 school year will begin in January. Robin Lee, Instructor.

Keenagers

November Meeting: Fifty-six (56) people attended the meeting that was a potluck lunch provided by members and the Recreation Department. Jef Wilson attended the meeting and sang songs for the entertainment/program.

December Meeting: Sixty-two (62) people attended the meeting, and all members brought a covered dish to share. The Coastal Belle Chorus entertained with a Christmas sing-a-long. The next meeting is scheduled for Wednesday, January 4, 2012 at noon.

Middle School Dance

The middle school dance was held on Friday, November 4th at 7:00 p.m. The dance had an 80's theme, and shutter shades and visor glasses were given away to the first 100 participants. Two hundred fifteen (215) middle school students attended the dance. DJ Wade, from Other Brother Entertainment, provided music for the dance, and Charleston Jump Castles provided two (2) bounce houses. The next dance is scheduled for Friday, March 9, 2012 at 7:00 p.m. Admission is \$5 at the door.

Mah Jongg

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

Mommy & Me

November: Ten (10) people participated in the Mommy & Me program.

December: Fifteen (15) people participated in the Mommy & Me program.

Mommy and Me gives parents and toddlers a chance to play and socialize. The activity is scheduled for the 2nd Wednesday of the month from September through May from 9:30 a.m. – 11:00 a.m. in the Palmetto Room.

Morning Yoga

November: Eight (8) people participated.

December: Three (3) people participated. Classes are held on Mondays at 9:15 a.m. in the High Tide/Low Tide Rooms. Currently the class is drop-in only; monthly sessions will be offered beginning in January. Pat Boyd, Instructor.

Saturday Yoga

September: Thirteen (13) people are participating; three (3) paid for the session, and nine (9) paid by the class.

December: Eight (8) people are participating; three (3) paid for the session, and nine (9) are paying by the class. Classes are held on Saturday mornings from 10:00 a.m. - 11:15 a.m. in the High Tide/Low Tide Rooms. Jen Schoolfield, Instructor.

School's Out Activities/Spring Break

School's Out Activities were scheduled Monday, December 19th – Wednesday, December 21st. Gingerbread House Making was held at 10:00 a.m. on December 19th, and twenty-one (21) attended the event. For Relays and Tags, thirty-seven (37) children attended. On Tuesday, December 20th forty (40) children played dodgeball. On Wednesday, December 21st, twenty-six (26) children enjoyed a movie matinee of "How the Grinch Stole Christmas." All activities were scheduled from 1:00 p.m. – 3:00 p.m. for youth ages 7-14 years and participation was free. The next activity dates are January 12th and January 13th, 2012.

Semi-Personal Training

November: Four (4) participated in the morning and evening classes.

December: Four (4) are enrolled in the morning and six (6) are enrolled in the evening session. Classes are held on Tuesdays and Thursdays at 10:30 a.m., and the evening class is held on Tuesdays and Thursdays at 5:30 p.m. Geri D'Italia, Instructor.

Senior Aerobics

November: Ten (10) seniors participated; four (4) paid for the month, and the balance paid by the class.

December: Ten (10) seniors participated; one (1) seniors paid for the month, and all others paid by the class.

Class is open to all levels of exercise and is offered at the nominal fee of \$5 per class or \$30 for the month. Classes are held on Tuesdays and Thursdays from 3:00 p.m. – 4:00 p.m. Judy Fischer, Instructor.

Senior Exercise

November: Fifty-one (51) participants.

December: Forty-six (46) participants.

This class continues to have a waiting list; classes are held on Mondays, Wednesdays & Fridays at 3:00 p.m. in the High Tide/Low Tide Rooms. Judy Fischer, Instructor.

Tae Kwon Do

Youth Participation in November: Sixteen (16) and in December: fourteen (14).

Classes are held on Saturdays in the Gym at 9:00 a.m.; new participants can join the youth class in January, June and September.

Adult Participation in November: Eighteen (18) and in December: eighteen (18).

Adult classes are offered Saturdays in the Gym from 11:00 a.m. to 12:00 noon, Wednesdays in the gym from 7:00 p.m. to 9:45 p.m., and Mondays in the Magnolia Room from 6:30 p.m. to 7:30pm. Adults can join class anytime. Dr. Jack Emmel, Instructor.

Tiny Tots

The Tiny Tots program is full with seven (7) participants. Enrollment for the 2012-2013 school year will begin in January. Cathy Adams, Instructor

Total Body Challenge (TBC)

November: Eight (8) participants; five (5) paid for the month, and all others paid by the class.

December: Ten (10) participants; four (4) paid for the month, and all others paid by the class.

Classes are held Monday – Friday from 8:00 a.m. to 9:00 a.m. in the High Tide/ Low Tide Rooms. Pat Boyd and Angela Reinhardt, Instructors.

Yoga

September: Five (5) participants; one (1) paid for the month, and all others paid by the class

December: Four (4) participants; two (2) paid for the month, and all others paid 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.

Zumba

November: Thirty-six (36) participants; eight (8) paid for the month, and all others paid by the class.

December: Thirty-three (33) participants; ten (10) paid for the month, and all others paid by the class.

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

Writing Your Memoirs

A public reading was held on Friday, November 18th at 6:00 p.m. Each participant read a story that was composed in the class; approximately twenty-five (25) people attended the reading. After the reading the presenters and audience enjoyed refreshments. The next writing class is scheduled to begin January 31st at 10:00 a.m. Judith Lunsford, Instructor.

New Classes for January – April 2012

Little Dragons Karate

Little Dragons is a karate class for children 3 – 5 years old. Participants will learn martial arts and life lessons through teamwork, good manners and self discipline. The session is scheduled to begin January 20th at 12:00 p.m.; classes will be held on Fridays in the High Tide/Low Tide Room. Debbie Garelli, Instructor.

Holiday Happenings

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

Legacy Writing

The Writing Memoirs class has been so popular that an evening writing class has been added for 2012. This class will help document your life so you can be on your way to leaving a legacy. Classes are scheduled for Wednesday, February 1st at 5:30 p.m. in the Magnolia Room. Judith Lunsford, Instructor.

Photography Contest

This contest is for Isle of Palms residents. Three (3) entries can be entered in the following categories: Lifestyle IOP (cityscape, people, activities), Natural IOP (landscapes, plants) and/or Wild IOP (animals, pets). All photos will become property of the City. Entry and Model Release Forms can be found at www.iop.net; pictures need to be emailed to Karrie Ferrell before Friday, March 30th. Winning photos will be used on the front cover of the Activity Guide and on the City's website.

Pom Dance

This cheerleading/dance class is for children ages 6-10 years old. Students will learn basic jazz, hip-hop techniques and exciting hand and arm movements to kid-friendly pop music. Classes will be held on Mondays at 5:00 p.m. in the Magnolia Room. Lani Harbit, Instructor.

Table Tennis League

Table Tennis/Ping Pong league registration will be held January 30th – February 24th; the registration fee is \$5 per person. A captain's meeting will be held on Tuesday, February 28th where the schedule will be made. Games will be played on Tuesdays from 10:00 a.m. – Noon. Sign up to compete against friends in a fun atmosphere. Champions will receive an award at the end of the season.

Tap/Jazz Combo

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

Miscellaneous Work:

- Created employee schedules.
- Computed instructor payroll and soccer referee payroll.
- Met with staff and part-time employees.
- Conducted daily employee shift-change meetings.
- Made weekly deposits for Recreation Department.
- Sent *The Island Eye News* Recreation pictures and information, when requested.
- Updated website.
- Assisted with Front Desk duties and class check-ins.
- Rec Trac system upgrades, maintenance work and updated information.
- Interviewed and hired new instructors for fall & winter classes.
- Working on Activity Guide January – April 2012.
- Planning programs and new classes for January – April 2012.
- Assisted with Adult Softball League, Youth & Fast Start Soccer League, Adult 3-on-3 Basketball League and Youth Basketball registrations.
- Set-up classrooms for programs and special events.
- Met with student volunteers for school service hours.
- Assisted with "Letters to Santa."

ATHLETICS

Ben Hull

Adult Sports

Adult Fall 3-on-3 Basketball

Five (5) teams participated in the Adult 3-on-3 Basketball League. Games were played on Thursday evenings and began on September 15th and ran through November 17th. Chem South, coached by Mark Beck, finished the regular season in first place, and the Hornets, coached by William Worthy, finished the regular season in second place. A single elimination tournament followed the regular season on Tuesday, November 22nd; Chem South won the tournament championship. Regular and postseason champions received championship t-shirts. Teams called their own fouls, and score and time was kept by Recreation Staff.

Adult Fall Softball

Seven (7) teams participated in the Adult Softball League; the games were played on Monday and Wednesday evenings. The regular season started on Monday, September 19th. Seaworthy won the regular season with a 10-2 record, and Breakroom finished the regular season in second place with an 8-4 record. A double elimination tournament followed the regular season; it began on Monday, December 5th and concluded on Monday, December 19th. The tournament champion was Seaworthy with the Windjammer Gappers taking the title of tournament runners-up. Regular season champions received t-shirts and a trophy; the regular season runners-up and tournament runners-up received a trophy. Staff was on-site to keep the scores, and officials were provided by Lowcountry Officials Association.

Adult Winter CO-ED Volleyball

Eight (8) teams registered to play in the winter Adult Volleyball League; games are played on Sunday afternoons and Tuesday evenings. League practices have been scheduled on Tuesdays and Sundays through the month of December. The regular season league will begin on Sunday, January 8th and run through Tuesday, March 13th. A single or double elimination tournament will follow the regular season. Staff is on-site to keep the scores and supervise the gym. Regular and post-season champions will receive shirts. Officials will be provided for games.

First Pitch Half Rubber Tournament

The First Pitch IOP Half Rubber Tournament is scheduled for Saturday, March 24th and Sunday, March 25th, if needed. Lights will be turned off at 10:00 p.m. sharp on Saturday. The Captain's Meeting/Check-in will begin at 7:30 a.m., and games will begin at 8:00 a.m. The registration fee is \$20 per person; teams will consist of 3 or 4 players. Sponsors for the tournament are being solicited for 1st, 2nd and 3rd place winners. Information concerning the tournament can be found on the City's website.

Youth Sports

5/6 Soccer

The season ended on Monday, November 7th. Games were played on multi-purpose fields #3 and #4 on Monday nights at 5:30 p.m. Volunteer coaches received a skills packet at the beginning of the season to assist with coaching ideas. The participants had fun and learned the game of soccer; games were officiated by coaches; no score or season standings were kept. All participants received trophies for their participation.

7/8 Soccer

The season ended Wednesday, November 2nd. Games were played on both ends of the large soccer field on Wednesday nights at 5:30 p.m. Volunteer coaches were given a skills packet at the beginning of the season to assist with coaching ideas. The score clock was used to keep time for the games. Games were officiated by coaches; no score or league standings were kept. All participants received trophies for their participation.

9/12 Soccer

The regular season ended on Thursday, October 27th. *Kindred Hospital of Charleston*, coached by Randy Sheets, won the regular season championship; *Sheridan Corporation*, coached by John Beall and Norm Brahen, finished as the regular season runners-up. Regular season runners-up and champions received trophies for their participation. A single elimination tournament began on Thursday, November 3rd, and the championship game was held on Monday, November 10th where *Kindred Hospital of Charleston* defeated *Sheridan Corporation* in a hard fought game. Tournament runners-up and champions received plaques. Jay Frye and Mike Dahlman officiated soccer games; Recreation staff was on-site to manage the scoreboard.

Soccer Registration

Fast Start 3/4yr	Total: 54	Isle of Palms: 23	Non Residents: 31
5/6yr Micro	Total: 39	Isle of Palms: 26	Non Residents: 13
7/8yr Micro	Total: 40	Isle of Palms: 29	Non Residents: 11
9/12yr Youth	Total: 53	Isle of Palms: 36	Non Residents: 17

5/6 Basketball

Registration was held from October 17th to November 11th. The registration fee was \$30 for residents and \$35 for non-residents. The coach's meeting was held on Thursday, November 17th at 5:00 p.m. The mandatory parent/player meeting was held on Wednesday, November 30th at 5:30 p.m., and all coaches and sponsors were finalized. The season will start on Wednesday, January 4th; picture day is scheduled for Tuesday, January 17th. No scores or league standings will be kept, and all participants will receive a trophy at the end of the season.

7/8 Basketball

Registration was held from October 17th to November 11th, and the registration fee was \$30 for residents and \$35 for non-residents. The coach's meeting was held on Thursday, November 17th at 5:00 p.m. The mandatory parent/player meeting was held on Wednesday, November 30th at 5:30 p.m. All coaches and sponsors have been finalized, and the season will start on Wednesday, January 4th. Picture day is scheduled for Tuesday, January 17th. Scores will be kept; however, league standings will not be kept. Participants will receive a trophy at the end of the season. Lowcountry Officials will officiate the games while Recreation staff is on-site to keep score.

9/10 Basketball

Registration was held from October 17th to November 11th, and the registration fee was \$30 for residents and \$35 for non-residents. The skill evaluation was held on Tuesday, November 15th at 5:15 p.m. followed by a coach draft. The mandatory parent/player meeting was held on Wednesday, November 30th at 5:30 p.m. All coaches and sponsors have been finalized. The season will start on Thursday, January 5th, and picture day is scheduled for Tuesday, January 17th. Scores and league standings will be kept, and regular season champions and runners-up will receive trophies at the end of the season. A single elimination post-season tournament will follow the regular season, and post-season champions and runners-up will receive plaques. Lowcountry Officials will officiate the games while Recreation staff is on-site to keep score and the books.

11/14 Basketball

Registration was held from October 17th to November 11th; the registration fee was \$30 for residents and \$35 for non-residents. The skill evaluation was held on Tuesday, November 15th at 6:30 p.m. followed by a coach draft. The mandatory parent/player meeting was held on Wednesday, November 30th at 5:30 p.m. All coaches and sponsors have been finalized. The season will start on Thursday, January 5th; picture day is scheduled for Tuesday, January 17th. Scores and league standings will be kept. Regular season champions and runners-up will receive trophies at the end of the season. A single elimination post-season tournament will follow the regular season. Post-season champions and runners-up will receive plaques. Lowcountry Officials officiate the games while Recreation staff is on-site to keep score and the books.

Basketball Registration: (as of 12/12/11)

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

Rising Stars Basketball Player/Parent/Coach Clinic

This instructional youth basketball clinic was held Tuesday, December 6th at 5:00 p.m. Forty (40) participants took part in this clinic. This basketball clinic focused on coaching techniques, as well as enhancing individual skills of each participant. Coaches were given a packet that included multiple ideas, plays and an established practice schedule.

Basketball Free Throw Tournament

The youth basketball free throw competition was held on Wednesday, December 7th at 5:00 p.m. This was a free event held for children ages 7-14 years old; eleven (11) children participated in this competition. Participants were divided into three (3) age groups. The winner of the 7/8 year olds group was Riley Heath; the winner of the 9/10 year old group was Ben Michaud; the winner of the 11/14 year old group was Vinod Pandey. Each winner received a duffle bag and awards.

Basketball 3 Point Shootout

The youth basketball three-point competition was held on Wednesday, December 7th at 5:45 p.m. This event was free of charge and held for children ages 9-14 years old; ten (10) children participated in the shootout. Participants were divided into two (2) age groups; the winner of the 9/10 year group was Ben Michaud, and the winner of the 11/14 year group was Vinod Pandey. Each winner received an award.

Friday Night Hoops

Friday Night Hoops is an opportunity for youths ages 7–12 years to participate in a basketball clinic where Joey Frazier and Recreation staff supervise, instruct and play from 6:00 p.m. – 8:00 p.m. Joey Frazier will take over Friday Night Hoops beginning in January. The most recent Hoops session was offered on December 9th where five (5) players participated and learned the various skills of basketball. The next Friday Night Hoops will be offered on January 6th. There is a \$10 registration fee per athlete, and all participants receive a shirt, towel, magnet or duffle bag during each session.

Friday Night Hoops Participation:

October 7 th	Session Total: 13	Isle of Palms: 9	Non Residents: 4
November 18 th	Session Total: 9	Isle of Palms: 6	Non Residents: 3
December 9 th	Session Total: 5	Isle of Palms: 5	Non Residents: 0

Friday Night Spikes

Friday Night Spikes is an opportunity for youth's ages 5–16 years to participate in a volleyball clinic where Laura Togami and Recreation staff supervise, instruct and play from 6:00 p.m. – 8:00 p.m. Teens will learn and improve the fundamentals of volleyball through drills and instruction aimed at developing the whole player. The next session of Friday Night Spikes will be held on Friday, January 20th.

Friday Night Hoops Spikes:

October 14 th	Session Total: 5	Isle of Palms: 2	Non Residents: 3
October 28 th	Session Total: 7	Isle of Palms: 6	Non Residents: 1
November 11 th	Session Total: 10	Isle of Palms: 7	Non Residents: 3

Open Gym Volleyball

The volleyball equipment is set up in the gym on Saturdays from 3:30 p.m. - 4:45 p.m. through the month of December. This provides for pick-up volleyball practices for young people on the island.

Youth Dodgeball Pick-Up Games

Pick-up games are scheduled on Wednesdays throughout the year. The games are scheduled from 4:00 - 5:00 pm. This is geared for children 7-12 years old and is free. Children can sign up in advance or just show up to play. Games take place in the IOP gymnasium. The most recent session took place on Wednesday, November 9 where seventeen (17) youths took part in pick-up dodgeball. A Recreation staff member is on-site to supervise these games.

SPECIAL EVENTS

Will McElheny

Holiday Card Drawing

This event was held on Thursday, November 3rd from 4:00 p.m. to until in the Magnolia Room. Ten (10) card entries were submitted by ten (10) participants. The 2011 winner Elle Robinson was announced at the Tree Lighting Ceremony where she was presented a \$100 check. Two hundred (200) cards were printed and mailed to various members of the community, sponsors, City departments and City Councilmembers.

Holiday Craft Workshop

This craft workshop was held on Thursday, November 10th at 4:00 p.m.; youths, ages fifteen (15) and under, were invited to decorate Santa hats. There were twenty-five (25) children signed up and twelve (12) participated in the activity. All materials were provided.

Catholic School Girls

The production of "Catholic School Girls" was held on Wednesday, Thursday, Friday and Saturday November 16th to 19th at 7:00 p.m. Tickets were sold for \$5.00. The attendance numbers for each night were thirty-eight (38) on November 16th, thirty-eight (38) on November 17th, thirty (30) on November 18th, and fifty-one (51) on November 19th.

Tree Lighting Ceremony

The annual tree lighting was held on Front Beach at 6:00 p.m. on Thursday, December 1st, 2011; Mayor Cronin and City Administrator Linda Tucker emceed the ceremony. Cailyn Hager, Sullivan's Island Elementary School Chorus, Daniel Island Youth Hip Hop, MT's Saltwater Sound, and Jef Wilson provided entertainment throughout the event. The 2011 Holiday Card Drawing winner Elle Robinson was announced at the ceremony; she and Mayor Cronin counted down to the lighting of the City's Christmas tree followed by Santa's arrival on Fire Truck. Santa was dropped off in front of the Christmas tree on Ocean Blvd. to listen to children's Christmas wishes. Children attending the event could jump and play on inflatable games provided by Charleston Jump Castles, have their faces painted or watch a balloon artist. Local businesses participated in the festivities offering in-store seasonal specials; Huck's Lowcountry Table, Banana Cabana and Luke n' Ollies offered free concessions ranging from hot chocolate and cookies to popcorn. Approximately six hundred (600) people attended this event, and two hundred fifty (250) children visited Santa Claus.

Santa's Cookie Workshop

Wednesday, December 14 from 4:00 p.m. to 6:00 p.m. over fifty (50) children participated in Santa's Cookie Workshop. Children were allowed to decorate four (4) cookies with unlimited supplies of icing, toppings and candy. Children went through a buffet-style line to get their supplies for decorating. Parents were very appreciative of this event as it offers families the chance to decorate cookies for Santa without having a mess in their own homes.

Letters to Santa

This is the first year for "Letters to Santa," and one hundred eighty-one (181) children sent letters in asking Santa for a wide variety of gifts and promising to be good even though they may have been a little bad this year. The letters had to be postmarked by December 15th to give Santa and his elves enough time to respond to each letter and to get back to the North Pole to make all the toys and gifts that had been promised. Letters came from Virginia to the Isle of Palms. Santa responded to all the children that wrote letters and hopefully they were all happy on Christmas morning.

Lowcountry Blues Bash

This two (2) day event is scheduled for Saturday, February 11th from 5:00 p.m. to 8:30 p.m. and Sunday, February 12th from 2:00 p.m. to 5:30 p.m. Recreation Department staff is working with Gary Erwin for the 2012 entertainment line-up; the entertainment schedule will be published in the Lowcountry Blues Bash booklets and other publications around the Charleston area. Admission is \$5.00 dollars at the door; children twelve (12) and under will be admitted free.

Cupids Card Shop

Cupids Card Shop is being held at 4:00 p.m. on February 9th; the children will be given materials to decorate Valentine cards for love ones.

COMMUNITY SPECIALIST

Christina Willson

Daily Responsibilities

- Completed opening procedures and reported damages to supervisor.
- Readied classrooms for programs when supervisors unavailable.
- Updated Department's media center as needed.
- Registered class participants, answered phones and welcomed visitors.
- Updated daily front desk information folders.
- Monitored security cameras.
- Managed the sign-in sheets for gymnasium and Cardio Room.
- Answered questions regarding current and upcoming programs/events.
- Assisted the Director and other staff members on a regular basis.
- Prepared purchase orders for staff.
- Participated in daily/weekly staff meetings.
- Continued to post and update events and activities onto community calendars and media outlets event sites/contacts.
- Completed room calendars to display programs and activities being held.
- Showed first time visitors around Recreation Center and introduced them to the facilities and programs that are available.
- Updated and maintained Recreation portion of City's website.
- Completed housekeeping duties when specialist was unavailable.

Other Duties

- Assisted with Santa letters.
- Photographed programs/classes for archives.
- Matched invoices to purchase orders and then filed.
- Organized tickets for "Catholic School Girls" production
- Called Keenagers/Seniors to remind them of the November/December meetings and activities/trips.
- Located and entered special events/newspaper articles into binder.
- Maintained lost-and-found folder and bins.
- Completed and sent out weekly PSA's.
- Contacted security system company to make adjustments to cameras.
- Helped to decorate the Recreation building for the holiday season.
- Assisted with programs for tree lighting ceremony
- Helped to collect/edit photos for upcoming Activity Guide publication.
- Provided Resort Quest/Wild Dunes owners with upcoming months' activities and programs for distribution to their clients.
- Entered October/November "Free T-Shirt" recipient's information into proper spreadsheet and registered their information with the City newsletter.
- Contacted vending machine operators to report problems or refill request when needed.
- Checked in participants of School's Out Activities.
- Organized and addressed Recreation Center holiday cards to be mailed
- Gained a contact with Susan Hayes of Dunes Properties to distribute event and program information to their renters.
- Assisted with the removal of Christmas decorations.
- Updated bulletin board in gymnasium with current programs/activities.

Most Frequently Asked Questions

"Is there a cost to use your gym/Cardio Room?"

"Do you have a pool?"

"What are your hours for the holidays?"

Most Frequent Unsolicited Comments

"I love the decorations ya'll put up for Christmas"

"This is a beautiful facility"

"This Rec center is the heart of the island; it is such a blessing to these kids"

Front Desk Summary: Monday – Friday

November: Closed Nov.24-27th

Cardio Room	267
Phone Calls:	497
Walk-Ins:	520

Open Gym participants

Residents:	82
Non-Residents:	180

December: closed December 23-26

Cardio Room	289
Phone Calls	349
Walk-ins	328

Open Gym participants

Residents	98
Non-residents	142

PARKS & FACILITIES

Shelia Redmon

Housekeeping

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

Facility Preparations

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

Interior Maintenance

- Serviced and cleaned Cardio Room equipment.
- Unclogged toilets and drains as needed.
- Replaced light bulbs and ballast as needed.
- Repaired gym door divider mounting bracket, re-secured panic bar push handle.
- Replaced sink bubbler in Tadpole room.
- Touched up paint throughout the facility.
- Machine scrubbed, clear-coated and taped gym floor for youth basketball season.
- Washed team benches for season.
- Bi-annual detail dusting and stainless steel polishing.

Exterior Maintenance

- Inspected playground equipment and removed graffiti and wasp nest.
- 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.
- Assisted with City message board updates.
- Delivered employee radios to be re-programmed.
- Updated the MSDS book and other maintenance records.
- Re-set clocks, timers and thermostats at end of Daylight Savings Time.
- Assisted with City holiday tree assembly and lighting ceremony.
- Assisted with facility holiday decorations.
- Assisted security camera maintenance company during adjustments of cameras.
- Safety checked gas tank and HVAC systems then set thermostats for the winter season.
- Reviewed annual evaluation with Recreation Department head.

PARKS & GROUNDS MAINTENANCE

Nick Bako

Recreation Building and Activities

- Attended staff meetings.
- Sealed entrance doors to gymnasium.
- Assisted with clean-up after Halloween Carnival.
- Helped with setting-up for the Christmas tree lighting.
- Installed Christmas lights on palm trees and decorated exterior of the Recreation Center.
- Assisted with Keenager set-up and break down.
- Patched and painted wall in gym.
- Replaced bulbs and ballasts in office area and hallway.
- Replaced padding around basketball backboards in gym.
- Repaired popcorn machine by re-wiring and replacing the thermal switch.
- Repaired loose breaker in gym.

Recreation Grounds

- Cleaned both walkways at front entrance parking lot.
- Trimmed palm trees as needed.
- Lubricated all padlocks on outside electrical boxes.
- Cleaned around front entrance sign to complex.
- Repaired waterline from meter to Recreation Center.
- Trimmed trees at front of Recreation Center.
- Stored all soccer goals, large and small, along with nets for the season.
- Applied poison ivy killer to areas around gym building as needed.
- Trimmed palm trees along Hartnett Boulevard.
- Trimmed all crepe myrtles along the softball field fence and the cul-de-sac.
- Cleaned policies and procedure signs.
- Replaced light bulbs on outside fixtures as needed.

- Removed sand from pavement along parking areas on 27th Avenue.
- Cleaned and painted outside benches.
- Replaced outlet covers on 28th Avenue.
- Repaired and applied mulch to rear entrance to expansion hallway.
- Repainted Frisbee mail box.
- Removed and replanted sago palms.
- Replaced and painted perimeter posts.
- Tightened screws on picnic tables and benches.
- Relocated NO PARKING sign.

Playground

- Nailed spikes back into place around perimeter of playground.
- Raked and leveled playground mulch as needed.
- Replaced two (2) seats on swings.
- Applied weed killer to areas as needed.
- Removed old stump and filled hole with dirt

Basketball and Tennis Courts

- Re-tied windscreen as needed.
- Replaced tennis court caddy.
- Trimmed ligustrums around tennis courts.
- Replaced basketball nets as needed.

Baseball (Scalise) Field

- Repaired and painted team bench.
- Groomed field as needed.

Softball (Clarkin) Field

- Applied fire ant chemical spray in the outfield.
- Adjusted home plate.
- Put additional clay on field and leveled.
- Filled holes in outfield as needed.

Soccer Field

- Filled holes in soccer field as needed.
- Applied rye seed to field.
- Aerated field.
- Applied starter fertilizer to field.

Bark Park

- Raked and filled in holes regularly.
- Rebuilt small dog park pooper-scooper container and painted.
- Re-tied and patched fencing around park.
- Mowed and removed weeds.

Multi-purpose Field

- Picked up debris and maintained as needed.
- Filled-in holes in outfield as needed.

Equipment

- Replaced battery and serviced walk-behind mower
- Serviced and replaced bad fuse in golf cart.

Other

- Replaced plastic strips on information boards.
- Cleaned and painted information boards.
- Replaced electrical covers on front beach.

Employee Overtime

November	2.75 hours	Elections, Middle School Dance, basketball skill evaluations, parent/player meeting, Holiday Card Drawing contest, holiday craft workshop and "Catholic School Girls" productions. Recreation Building was available 349.5 hours the month of November.
December	10.50 hours	Tree Lighting Ceremony, Santa's cookie workshop, ginger-bread house workshop, schools-out activities, basketball practices, post-season tournaments and the co-ed volleyball meeting for the team coaches. Several employees called in sick or were on approved annual leave. Recreation Building was available 337 hours the month of December and closed four (4) days for the holidays.