



RECREATION DEPARTMENT MONTHLY REPORT APRIL 2012

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

ATHLETICS

Ben Hull

Adult Spring Softball

Registration for Spring Softball was held January 30th - February 24th. Five (5) teams registered to play in the league this season; the registration fee was \$425 per team. The captain's meeting was held on Wednesday, March 7th at 5:30 p.m.; games began on Monday, March 26th and are played on Monday and Wednesday evenings. Currently, Seaworthy is in first place with a 5-1 record. The regular season will be followed by a double elimination, post-season tournament. Regular season champions will receive a trophy and t-shirts; regular season runners-up will receive a trophy; and the tournament champions and runners-up will receive a plaque. Lowcountry Officials will umpire games, while a Recreation staff member is on-site to keep score.

Adult 3-on-3 Basketball

Registration for the 3-on-3 Basketball league was held January 30th – February 24th. Six (6) teams registered to play in the league this season; the registration fee was \$60 per team. The captain's meeting was held on Wednesday, March 7th at 5:00 p.m. Games are played on Tuesday evenings and began on Tuesday, April 3rd. Currently, Barrier Island Boys and Chem South are tied in first place with a 3-0 record. Regular season and post-season champions will receive t-shirts. Games are officiated by the players, while a Recreation staff member is on-site to keep score.

Adult Table Tennis

Registration for the Table Tennis league was held January 30th – February 24th. Sixteen (16) players registered to play in the league this season; the registration fee was \$5 per player. The captain's meeting was held on Tuesday, February 28th at 10:00 a.m. Games began on Tuesday, March 6 and are scheduled for Tuesdays beginning at 10:00 a.m. Jim Ellis won the regular season with a 15-0 record. A double-elimination tournament is scheduled for Tuesday, May 1st. Jim Ellis received a regular season champions t-shirt. The post-season champion will receive a trophy. Games and scores are kept and recorded by the players.

14th Annual Half Rubber Tournament

The 14th Annual Half Rubber Tournament is scheduled for Saturday, August 18th and Sunday, August 19th, if needed. The captain's meeting/check-in will begin at 7:30 a.m. and games will begin at 8:00 a.m. The registration fee is \$20 per person. Teams may consist of 3 or 4 players; information concerning the tournament can be found on the City's website.

Youth Sports

Baseball

Registration for baseball was held January 24th – February 24th for Isle of Palms residents; open registration began Monday, January 31st and ended February 24th. Mandatory player/parent meetings were held Tuesday, March 6th. The Fast Start meeting began at 5:15p.m.; T-Ball, Machine Pitch and Youth Baseball meetings began at 6:00 p.m. Every team leader and coach received a packet that contained ways to create skill drills that can be used to make practice a fun learning experience. Coaches and players received their team assignments, player information, league rules and league schedule. Youth pictures were held on April 18th.

Fast Start Baseball (3 & 4 year olds)

A parent from each team was appointed the team leader; team leaders were responsible for planning the activities. Activities were scheduled for Saturdays and consisted of fundamental learning drills. Activity days are held on Saturday mornings on the soccer field and began on

Saturday, March 10th. The season ended on April 28th, and all participants received a medal.

T-Ball (5 & 6 year olds)

A coach's meeting was held on Wednesday, February 29th at 5:00 p.m. Games are played on Saturday mornings on the baseball field. Practices were held through March, and games kicked off Saturday, March 31st. The season is set to end on May 12th. Coaches umpire the games; no scores or league standings will be kept. All participants will receive a trophy.

Machine Pitch (7 & 8 year olds)

A coach's meeting was held on Wednesday, February 29th at 5:15 p.m. Games are played on Saturday mornings on the softball field. Practices were held through March, and games kicked off Saturday, March 31st. The season is set to end on May 19th. Coaches umpire the games; no scores or league standings will be kept. All participants will receive a trophy.

Youth Baseball (9 – 12 years old)

The skill evaluation/coach's meeting was held on Wednesday, February 29th at 6:00 p.m. Practices were held through March, and games started Tuesday, April 3rd. The regular season is set to end on May 8th. Regular season runners-up and champions will receive trophies. Post-season runners-up and champions will receive plaques. An in-house, all-star game will follow the tournament. Lowcountry Officials umpire the games while Recreation staff is on-site to keep score.

Girls Softball (9–11 year olds)

Thirteen (13) Isle of Palms and Sullivan's Island girls ages 9 – 11 signed up to form one (1) girls' softball team. The team was sponsored by the Windjammer, and Denny Fike was the coach. Practices were held at the Isle of Palms Recreation Center; Mount Pleasant Recreation Department agreed to let this team participate in their league. Games were played on Mount Pleasant facilities; the final game was held on Thursday, April 19th. All participants received participation trophies at the end of the season.

Youth Baseball Participation

Fast Start Baseball	Total: 45	Isle of Palms: 16	Non-Residents: 29
5/6 T-Ball	Total: 55	Isle of Palms: 29	Non-Residents: 26
7/8 Machine Pitch	Total: 43	Isle of Palms: 22	Non-Residents: 21
9/12 Youth Baseball	Total: 50	Isle of Palms: 32	Non-Residents: 18
9/11 ASA Girls Softball	Total: 12	Isle of Palms: 9	Sullivan's Island: 3

Friday Night Hoops

Friday Night Hoops is an opportunity for youths ages 7–12 years to participate in a basketball clinic where Joey Frazier and Recreation staff supervise, instruct and play from 6:00 p.m. – 8:00 p.m. The next Friday Night Hoops will be offered on May 18th. 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
January 6 th	Session Total: 15	Isle of Palms: 10	Non-Residents: 5
February 3 rd	Session Total: 7	Isle of Palms: 5	Non-Residents: 2
March 2 nd	Session Total: 9	Isle of Palms: 7	Non-Residents: 2
March 23 rd	Session Total: 0		
April 13 th	Session Total: 0		

Friday Night Spikes

Friday Night Spikes is an opportunity for youth 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.

Friday Night 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
January 20 th	Session Total: 4	Isle of Palms: 3	Non-Residents: 1
February 17 th	Session Total: 4	Isle of Palms: 3	Non-Residents: 1
March 16 th	Session Total: 7	Isle of Palms: 7	
March 30 th	Session Cancelled		
April 20 th	Session Total: 4	Isle of Palms: 4	
April 27 th			

Spike Nights

Spike Nights is an opportunity for youth ages 5–16 years to participate in a volleyball clinic where, on Thursday nights, Laura Togami will instruct and play from 6:00 p.m. – 8:00 p.m. Registrants sign up for 4 sessions, at a time. The fee is \$40 for IOP residents and \$45 for non-residents. The session will be held May 10th – May 31st.

Youth Dodge Ball Pick-Up Games

Pick-up games were scheduled for and April 25th. The games are played on Wednesdays and run 4:00 – 5:00 p.m. This is geared for children 7-12 years old and participation is free; children may sign up in advance or just show up to play. Games took place in the IOP gymnasium; fifteen (15) children registered for these games. A Recreation staff member was on-site to supervise these games. The next session of dodge ball is scheduled for May 16th.

Isle of Palms Beach Run

The Isle of Palms Beach Run is scheduled for Saturday, July 28th. The Beach Run consists of 5K/10K Runs beginning at 8:00 a.m. or Youth Fun Runs beginning at 9:30 a.m. The registration fee is \$25 for the 10K Run, \$20 for the 5K Run/Walk, and \$5 for the Youth Fun Runs. Packet pick-up will be held on Friday, July 27th from 4:30-6:30 p.m. at the Windjammer. The 10K and 5K Run/Walk winners will receive medals. All Youth Fun Run participants will receive participation ribbons and Carvel Ice Cream coupons.

Athletic Camps

Challenger Soccer Camp (7-12 year olds)

The Isle of Palms Challenger Soccer Camp will be instructed by Challenger Sports, based out of Atlanta, Georgia; the camp is scheduled for June 11th-15th. The IOP resident registration fee for a week of camp is \$125; non-residents add \$5 for \$130/week. Registration began March 26th for IOP residents, and open registration began on April 9th. Currently, twelve (12) children are registered for camp; campers will receive a camp t-shirt, soccer ball, poster and evaluation.

Rising Stars Basketball Camp (5-13 year olds)

The Isle of Palms Rising Stars Basketball Camp is instructed by Rising Stars Staff. Half-day camp will run from 9:00 a.m. - 12:00 p.m. with full-day camp running from 9:00 a.m. - 4:00 p.m. Camp is for children ages 5-12 years old. Registration began March 26th for IOP residents; open

registration will began on April 9th. The registration fee for a half-day is \$125 and \$180 for a full-day; non-residents add \$5. Currently, nineteen (19) children are registered for the full-day session and five (5) children are registered for the half-day camp. Campers will receive a camp shirt and basketball.

Girls Volleyball Clinic (10-15 year olds)

The Isle of Palms Volleyball Clinic is instructed by Wando High School Volleyball Coach Alexis Glover. The clinic is scheduled for July 9th - 13th from 9:00 a.m. - 12:00 p.m. The registration fee is \$125 and is open to girl's ages 10-15 years old. Registration began March 26th for IOP residents, and open registration began on April 9th. Currently, fourteen (14) girls are enrolled in camp. The camp is limited to 50 participants. Campers will receive a camp shirt.

Boys Lacrosse Camp (7-18 year olds)

The Isle of Palms Lacrosse Camp is instructed by Lowcountry Lacrosse. The boys lacrosse camp is scheduled for July 16th – 20th from 9:00 a.m. - 12:00 p.m. The registration fee is \$125 for residents and \$130 for non-residents. The camp is open to boys ages 7-18 years old. Registration began March 26th for IOP residents, and open registration will begin on April 9th. Currently, twenty (20) children are registered for camp; campers will receive a reversible pinny.

Girls Lacrosse Camp (7-18 year olds)

The Isle of Palms Lacrosse Camp is instructed by Lowcountry Lacrosse. The Introduction to Lacrosse camp is scheduled for July 23rd – 27th from 9:00 a.m. - 12:00 p.m. The registration fee is \$125 for residents and \$130 for non-residents. The camp is open to girls ages 7-18 years old. Registration began March 26th for IOP residents; open registration began on April 9th. Currently, ten (10) children are registered for the girls' session. There is a minimum of 15 participants in order to run this camp. Campers will receive a reversible pinny.

Suarez Soccer Camp (5-13 year olds)

The Isle of Palms Soccer Camp is instructed by Suarez Soccer School. The camp is scheduled for July 30th – August 3rd; the registration fee for a half-day of camp is \$125. While the registration fee for the full-day of camp is \$180 for residents; non-residents will add \$5. Registration began March 26th for IOP residents; open registration began on April 9th. Currently, three (3) children are registered for a full-day of camp and twelve (12) for a half-day. Campers will receive a camp t-shirt.

Get Your Spike On (10-16 year olds)

The Get Your Spike On Camp is instructed by Laura Togami. The clinic is scheduled for August 6th – 9th. The registration fee is \$75 and is open to children ages 10-16 years old. Registration began March 26th for IOP residents; open registration began on April 9th. Currently, five (5) children are enrolled in camp; the camp is limited to 30 participants.

PROGRAMS AND CLASSES

Karrie Ferrell

Babysitting Course

The next babysitting class is scheduled for Saturday, May 12th. Four (4) people are registered for the class. Participants will learn first aid, nutrition and baby care; the course will be instructed by the American Red Cross.

Ballet

Eight (8) ballerinas are enrolled in the current ballet session. Classes are held on Mondays at 12:30 p.m. in the High Tide/ Low Tide Rooms. Session started April 2nd and will end May 14th. This will be the last session for the season; ballet will resume in the fall. Kim Chesley-Breland, Instructor.

Boater Education

Twenty (20) people participated in the Boater Education class. The next class is scheduled for June 2nd, 2012; participants should register through SCDNR. Instructed by Department of Natural Resources

Dog Obedience

Kinderpuppy: March 12th

Six (6) people are enrolled in Kinderpuppy. Classes are held Mondays at 6:30 p.m. in the gymnasium. The next session of Kinderpuppy is scheduled for Monday, May 7th, 2012.

Canine Good Citizenship: March 12th

Eleven (11) people are enrolled in Canine Good Citizenship. This class is for dogs that have completed Kinderpuppy and/or Just the Basics. Dogs work towards Canine Good Citizenship certification as they learn to sit and stay with distractions, calmly meet people and other dogs. The Canine Good Citizenship test will be given on the last day of class. Classes are held in the Gymnasium on Mondays at 7:30 p.m. Susan Marett, Instructor

Gather Knit & Stitch

April: Eleven (11) women have been attending the Gather Knit & Stitch program, which is held on Mondays from 10:00 a.m. - 11:30 a.m. in the Lobby.

Guitar Lessons

April: One (1) person participated in guitar. The next session is scheduled for May 1st – May 22nd at 4:15 p.m. in the Tadpole Room; at this time, no one has pre-registered. Lee Archer, Instructor.

Gymnastics/Tumbling

April 3rd – May 15th: Eight (8) people have pre-registered for classes. Gymnastics is held on Tuesdays at 3:30 p.m. in the Palmetto Room; this is the last session of gymnastics until the fall. Tricha Tapio, Instructor.

Jump Start

Registration for the 2012 – 2013 school year was held in January. The program has limited space available for the fall. Children must be 4 years old by September 1, 2012. The Jump Start program follows the City of Isle of Palms holiday calendar and the Charleston County School District calendar. 2012-2013 Monday/Wednesday/Friday classes are full with ten (10) people enrolled and one (1) on a waiting list. The Tuesday/Thursday class has seven (7) enrolled. Registration will continue until class is full with ten students. Robin Lee, Instructor.

Keenagers

Forty-six (46) Keenagers were attended at the meeting on April 4th. The meeting was a potluck lunch provided by the members and the Recreation Department. Members played Bingo for the April program; Lunch Bunch was held at Five Loaves on April 11th with twenty-three (23) members enjoying lunch. The group of thirteen (13) Keenagers traveled to Mebkin Abbey on April 25th. The group will meet on Wednesday, May 2nd to hold the last meeting of the season. The group will elect new officers for the 2012-2013 season. Entertainment will be bingo and an ice cream social.

Little Dragons Karate

Due to low participation the class was cancelled. The April 20th session of Little Dragons was the last class for the season, but classes will resume in the fall. Debbie Garelli, Instructor

Middle School Dance

The next dance is scheduled for Friday, May 11th from 7:00 p.m. – 10:00 p.m., and admission is \$5. Other Brother Entertainment will provide a DJ for the event. The May dance will be the last dance for the school year; dances will resume in the fall.

Mah Jongg

Ten (10) people played Mah Jongg in April. Mah Jongg is scheduled on Mondays from 12:30 p.m. - 3:00 p.m. Participants supply materials for this activity.

Mexican Train

Eleven (11) people played and socialized in April. Mexican Trains is a strategic game of dominoes. Activity is open to everyone and meets on the second Friday of the month.

Mommy & Me/ Daddy & Me

April: Fourteen (14) people participated in the Mommy & Me/Daddy & Me program. The activity gives parents and toddlers a chance to play and socialize. The activity is schedule the 2nd Wednesday of the month September – May from 9:30 a.m. – 11:00 a.m. in the Palmetto Room.

School's Out Activities/Spring Break

Monday, April 9th Board Game Mania: Eighteen (18) people participated in the Board Game Activity at the Recreation Department during spring break; games included Twister, Jenga, Checkers, Human Tic Tac Toe, Catch Phrase, Hangman and ping pong.

Tuesday, April 10th Ultimate Frisbee and Capture the Flag: Fifteen (15) people participated in this spring break activity.

Wednesday, April 11th Dodge ball: Thirty-six (36) people played dodge ball during the spring break activities.

Thursday, April 11th Indoor Sports Day: Twenty-nine (29) people participated in the activity; games included basketball, whiffle ball and dodge ball.

Friday, April 12th Water Relays & Tag: Twenty-five (25) people participated in this activity; due to the weather, the water portion was taken out of the activity. Participants played different variations of tag. Activities took place daily 1:00 p.m. – 3:00 p.m.; all activities were supervised by Recreation staffers.

Semi-Personal Training

April 3rd – April 26th: Four (4) people are participating in the 9:30 a.m. session of Personal Training. Both the 10:30 a.m. and 5:30 p.m. classes have seven (7) people enrolled; classes are held on Tuesdays and Thursdays at 9:30 a.m., 10:30 a.m. and 5:30 p.m. Geri D'Italia, Instructor.

Senior Aerobics

April: Nineteen (19) seniors attended aerobics; five (5) seniors paid for the month, and all others paid by the class. Classes are open to all levels of exercise and are offered at the nominal fee of \$5 per class, or \$30 for the month. Classes are held on Tuesdays and Thursdays from 3:00 p.m. – 4:00 p.m. Judy Fischer, Instructor.

Senior Exercise

Fifty (50) seniors are participating in the Senior Exercise Class. 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: April: Twelve (12) participants have signed up for the classes that 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: April: Thirty-five (35) adults are participating in the classes that 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 classes anytime.

Tae Kwon Do Tournament

Eighty-eight (88) people participated in the Tae Kwon Do Tournament that was held on Saturday, April 21st. The tournament included youth and adult eliminations, finals in forms and sparring, along with demonstrations and board-breaking, followed by black belt testing. The event started at 10:00 a.m. and ended around 6:30 p.m. The tournament draws a people from all over the United States; approximately fifty (50) of the tournament participants traveled to the Isle of Palms from Georgia, North Carolina, Virginia, Maryland, New Jersey, Colorado and Texas. Approximately thirty-five (35) participants were from the Charleston area. Dr. Jack Emmel, Instructor and Tournament Director.

Tennis

Youth Tennis: April 4th – April 25th: Five (5) youth are participating in the youth tennis session, which meets on Wednesdays at 4:00 p.m. The next session of tennis will run from May 2nd – May 23rd and is \$50 residents and \$55 non-residents.

Women's Tennis: April 5th – April 26th: Four (4) people are participating in the adult tennis program. That meets on Tuesdays and Thursdays at 9:00 a.m. – 10:00 a.m. The next session of tennis will be held May 1st – May 24th; and the sessions are \$100 for residents, \$105 for non-residents and \$15 per class for walk-ins. Corinne Enright, Instructor.

Tiny Tots

Registration for the 2012 – 2013 school year was held in January. The program is full and a waiting list has been formed for the fall class. Children must be 3 years old by September 1, 2012 and potty trained. Tiny Tots follows the City of Isle of Palms holiday calendar and the Charleston County School District calendar. Cathy Adams, Instructor.

Total Body Challenge (TBC)

April: Seventeen (17) people participated in morning aerobics; classes are held Monday – Friday at 8:00 a.m. to 9:00 a.m. in the High Tide/ Low Tide Rooms. Pat Boyd and Angela Reinhardt, Instructors.

Yoga - Afternoon

April: Five (5) people participated in the class that 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.

Yoga -Evening

April: Six (6) people participated in yoga. Evening yoga will end in April, and classes will resume in the fall. Jen Schoolfield, Instructor.

Yoga – Morning

April: Ten (10) people participated in the month of March; three (3) paid for the session, and all others paid by the class. Classes are held on Mondays and Wednesdays at 9:15 a.m. in the High Tide/Low Tide Room. Pat Boyd, Instructor.

Yoga - Saturday

April: Six (6) people participated in the class which is held on Saturday mornings from 10:00 a.m. - 11:15 a.m. in the High Tide/Low Tide Rooms. Jen Schoolfield, Instructor.

Zumba

March: Fifty-seven (57) people participated; fifteen (15) paid for the month, and all others paid by the class. Participants can attend four (4) classes for \$25 or eight (8) classes for \$50; participants also have the option of paying \$8 per class. Classes are held Mondays and Wednesdays at 6:45 p.m. in the High Tide/Low Tide Room. Dale Ellison, Instructor.

Writing from Memory

Classes will resume in the fall. Judith Lunsford, Instructor

Holiday Happenings

The activity is for preschool-aged children 3-5 years old. Holiday Happenings were held on Wednesdays and Thursdays from 12:00 p.m. – 2:00 p.m. in the Minnow Room, and Mrs. Cathy Adams will provide supervision and activities including holiday crafts. Activity dates were February 8th and 9th Valentine's Day, March 14th and 15th St. Patrick's Day, April 4th and 5th Easter.

April: Eight (8) participated in the Holiday Happenings on the Wednesday, April 4th session that had a theme of Easter. Cathy Adams, Instructor

Photography Contest

Seven (7) people submitted photos in the Photography Contest; winning photos will be used on the front cover of the seasonal activity guides and on the website. This contest was for Isle of Palms residents, and participants were allowed to submit three (3) entries in the following categories; Lifestyle IOP (cityscape, people, activities); Natural IOP (landscapes, plants); and/or Wild IOP (animals, pets). All photos became property of the City; winners were Mayor Dick Cronin Wild IOP and Lifestyle category, and Bill Campbell Natural IOP.

Youth Yoga Camp

Three (3) people are registered for yoga camp. Yoga camp will be held August 6th – August 10th from 9:00 a.m. – 12:00 p.m. and is for children ages 5 – 10 years old. Campers will be guided on a developmentally age-appropriate journey through yoga. Each day will begin with a different yoga adventure theme, followed by related art projects, creative writing experiences and healthy nutritious snacks; parents/guardians will be invited to the last class for a demonstration. Registration for camp began March 26th for Isle of Palms residents and April 9th for non-residents. Instructors will be provided by Yoga Mama Studio.

BOSU Training

BOSU Training is a new exercise class that started in April; BOSU training reshapes the body and improves balance and core stability. The classes will be held on Wednesday and Fridays at 10:30 a.m. in the High Tide/Low Tide Room. Classes will require a minimum of 4 and maximum of 6 participants. Class is \$64 for the month; one (1) person is registered for the April session. City employees are encouraged to attend the class as a part of the Employee Wellness Program, and six (6) employees have participated in the class. An evening class has been added to the new

schedule May – August; these classes will be offered Mondays and Wednesdays at 5:30 p.m. - 6:30 p.m.

Participants are encouraged to pay the monthly rate, but an option to pay the walk-in fee of \$10 is available. Jeromy Miller, Instructor

Personal Training

One on one or small group training is available. Participants need to call the Recreation department to set up an appointment with the instructor. One (1) person is currently participating in personal training. Jeromy Miller, Instructor.

Miscellaneous Work:

- Created employee schedules.
- Processed instructors' payroll.
- Met with staff and part-time employees.
- Interviewed new instructors,
- 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.
- Performed Rec Trac system upgrades, maintenance work and updated information.
- Assisted with summer camp registration.
- Assisted with the Easter Egg Hunt Saturday, April 7th.
- Assisted with Yard Sale Saturday, April 21st.
- Assisted with Employee Wellness training, Wednesdays at 10:30 a.m.
- Attended Ways and Means meeting Tuesday, April 17th
- Set up classrooms for programs and special events
- Met with student volunteers for school service hours
- Created and worked on new Activity Guide for May – August 2012

COMMUNITY SPECIALIST

By Christina Willson

Daily Responsibilities

- Completed opening procedures and reported damages to supervisor.
- Readied classrooms for next program when supervisors unavailable.
- Updated Department's media center as needed.
- Registered class participants, answered phones and welcomed visitors.
- Updated daily front desk information folders.
- Monitored security cameras.
- Managed the sign-in sheets for gymnasium and Cardio Room.
- Answered questions regarding current and upcoming programs/events.
- Assisted the Director and other staff members on a regular basis.
- Prepared purchase orders for staff.
- Participated in daily/weekly staff meetings.
- Continued to post and update events and activities onto community calendars and media outlets event sites/contacts
- Worked in Microsoft Publisher to complete following months main and room calendars that display daily programs and activities being held

- Showed first time visitors around Recreation Center and introduced them to the accommodations and programs that are available.
- Updated and maintained Recreation portion of City's website.

Other Duties

- Matched invoices to purchase orders and then filed.
- Called Keenagers to remind them of the April 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.
- Provided Resort Quest/Wild Dunes/Dunes Properties with upcoming months activities and programs for distribution to their clients/renters.
- Contacted vending machine operators to report problems or refill request.
- Checked in participants of Spring Break activities.
- Completed housekeeping duties when supervisor was unavailable.
- Participated in Employee Wellness.
- Updated Gymnasium/Cardio Room bulletin boards.
- Created blue banner for Yard Sale and TKD Tournament.
- Helped fold TKD Tournament programs.
- Updated bulletin board in gymnasium with upcoming classes/event flyers.
- Assisted with non-resident summer camp registration.
- Created "Summer Table Tennis League" program flyer for distribution at media center.
- Advertised upcoming events on various event websites at no cost to city.
- Published Yard Sale information on various websites geared towards promotion of yard sales. (Yard Sales.com and Craigslist.com) Done at no cost to city.
- Created upcoming classes and event flyers to post on gymnasium bulletin board.
- Provided charlestoncvb.com with event information for publication on their website. Events listed are: Sand Sculpting, Beach Run and Connector Run.
- Organized shirt sizes needed to be ordered for summer camp use.

Most Frequently Asked Questions

- "Do you have a pool?"
- "Are you able to rent out rooms in your facility?"
- "Is there a cost to use this facility?"

Most Frequent Unsolicited Comments

- "The Easter Egg hunt was so much fun!!"
- "This Rec Center and Island are such blessings to the community and visitors"
- "The outside grounds are very well kept and are beautiful!"

Front Desk Summary: Monday – Friday

April: *Gymnasium Closed 4/26 for cleaning*

Cardio Room Usage:	776	Open Gym Participants	
Phone Calls:	499	Residents:	246
Walk-Ins:	1,136	Non-residents:	149

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 inside pest control service.

Facility Preparations

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

Interior Maintenance

- Serviced and cleaned Cardio Room equipment
- Supervised installation of new treadmill.
- Unclogged toilets and drains as needed.
- Replaced light bulbs and ballasts as needed.
- Tightened and adjusted restroom hardware nuts and bolts.
- Repaired lobby door closer.
- Repaired Men's room showerhead.
- Reset HVAC thermostats after power outage.
- Annual battery replacement in facility smoke detectors and clocks.
- High level dusting throughout the facility.
- Sanitized and cleaned Gymnastics equipment.
- Mopped and clear coated the gym floor for TKD tournament.
- Replaced batteries in the alarm system.

Exterior Maintenance

- Inspected playground equipment.
- Removed trash and debris from around the building.
- Performed outside seasonal washing of exterior building and rocking chairs.

Miscellaneous

- Attended staff meetings.
- Placed phone calls to and met with supply sales representatives.
- Ordered and received maintenance supplies.
- Updated the maintenance records.
- Assisted with Palm Blvd marking for designated parking.

PARKS & GROUNDS MAINTENANCE

Nick Bako

Recreation Building and Activities

- Completed monthly reports.
- Assisted in monthly functions, Keenagers, Half Rubber, Easter Egg Hunt, and Yard Sale.
- Installed signage for upcoming event for soccer in June.
- Installed new Frisbee golf flags as needed.
- Repaired front door closure.

Recreation Grounds

- Installed new flags for Frisbee golf course system.
- Applied new mulch around the building and surrounding areas as needed.
- Cleaned building gutters on the old and new section of buildings.
- Lubed all locks as a routine maintenance item.
- Cleaned trash receptacle tops at front entrance.
- Filled areas at Harnett, multi-field and at Doggie Park.
- Pulled weeds from beds and at fields as needed.
- Removed chalk graffiti from front of building and walkways at various times.
- Cut and removed large tree branch from left side of entrance to building.

Playground

- Straightened P.A.R.D. sign at entrance to playground.
- Applied new mulch to playground as needed and leveled as needed.

Basketball and Tennis Courts

- Replaced basketball netting (two) with new outdoor style.
- Installed two new windscreens.
- Re-wire-tied windscreen.

Baseball (Scalise) Field

- Installed hold downs for temporary fencing in the middle of the posts.
- Filled holes in the outfield of the baseball field.
- Replaced temp fence post.
- Reinstalled temp fencing on the field.
- Removed graffiti from small sign.
- Re-attached # 2 sign to fence at Scalise field.

Softball (Clarkin) Field

- Applied weed killer in dugout.
- Installed one anchor at softball field for second base.
- Repaired section of softball infield with better grade of clay mix.
- Secured NO LOITERING sign at softball field.

Soccer Field

- Fertilized field with 24-0-5 with Barricade for weed control and also applied 0-0-7 fertilizer with insecticide for mole and crickets.
- Aerated field for better development of the underlying Bermuda turf.
- Filled field as needed with topsoil and sand mixture after Half Rubber.

Bark Park

- Filled holes as needed.
- Filled scoopers as needed.

Multi-purpose Field

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

Equipment

- Washed truck and golf cart.
- Repaired yoke for the Z-Master which holds the deck in place.
- Sharpened blade to mower.
- Changed oil and filter on the Z-Master mower motor.
- Repaired chalk liner.

OPERATIONS

School's Out Activities:

Monday, April 9th Board Game Mania - Eighteen (18) people participated, and the games included Twister, Jenga, Checkers, Human Tic Tac Toe, Catch Phrase, Hangman and ping pong.

Tuesday, April 10th Ultimate Frisbee and Capture the Flag - Fifteen (15) people participated.

Wednesday, April 11th Dodge ball - Thirty-six (36) people participated.

Thursday, April 11th Indoor Sports Day - Twenty-nine (29) people participated; games included basketball, whiffle ball and dodge ball.

Friday, April 12th Water Relays & Tag - Twenty-five (25) people participated; due to the weather, the water portion was taken out of the activity. Participants played different variations of tag.

Using the performance measurement tools, this activity achieved level 3 participation.

OVERTIME:

April 2012 - 10.25 Hours

Easter Egg Hunt, Annual Yard Sale, TKD Tournament and baseball games.

Recreation Building was open 351 hours the month of April.

INFORMATION BOARDS:

	# Times boards were changed	Amount of Time
January	7	6 hours 40 minutes
February	6	5 hours
March	9	8 hours 20 minutes
April	7	7 hours