



# **RECREATION DEPARTMENT MONTHLY REPORT JANUARY 2013**

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

## **ATHLETICS**

### **Ben Hull**

#### **Co-Ed Volleyball**

Eight (8) teams are participating in the Co-Ed Volleyball League. Games are being played on Tuesday nights and Sunday afternoons and began on Tuesday, January 8<sup>th</sup>. Currently, Banana Cabana is in first place with five (5) wins on the season. The regular season will conclude on Tuesday, March 12<sup>th</sup> with a double elimination, postseason tournament to follow. The regular season champions will receive t-shirts. Games are officiated by Erin Scott, Rachel Spitulski and Lowcountry Officials. Staff is on-site to keep score.

#### **Adult Softball**

Registration for Spring Softball will be held January 28<sup>th</sup> - February 22<sup>nd</sup>. The registration fee is \$425 per team, and the league is limited to twelve (12) teams. The captains' meeting will be held on Tuesday, March 5<sup>th</sup> at 5:30 p.m. Games are tentatively scheduled to begin on Monday, March 18<sup>th</sup> and will be played on Monday and Wednesday evenings. 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 will be held January 28<sup>th</sup> - February 22<sup>nd</sup>. The registration fee is \$60 per team, and the league is limited to twelve (12) teams. The captains' meeting will be held on Tuesday, March 5<sup>th</sup> at 5:00 p.m. with games played on Tuesday evenings, beginning on Tuesday, March 19<sup>th</sup>. Regular season and post-season champions will receive t-shirts. Games will be officiated by the players, while a Recreation staff member is on-site to keep score.

#### **Adult 6-vs-6 Men's Soccer**

Registration for the 6-vs-6 Men's Soccer League will be held January 28<sup>th</sup> - February 22<sup>nd</sup>. The registration fee is \$250 per team, and the league is limited to twelve (12) teams. The captains' meeting will be held on Tuesday, March 5<sup>th</sup> at 6:00 p.m. Games will be played on Tuesday evenings and are scheduled to begin on Tuesday, March 19<sup>th</sup>. Regular season and post-season champions will receive t-shirts. Games will be officiated by Joey Gorman, while a Recreation Staff member is on-site to keep books.

#### **Adult 6-vs-6 Co-Ed Soccer**

Registration for the 6-vs-6 Co-Ed Soccer League will be held January 28<sup>th</sup> - February 22<sup>nd</sup>. The registration fee is \$250 per team, and the league is limited to twelve (12) teams. The captains' meeting will be held on Tuesday, March 5<sup>th</sup> at 6:00 p.m. Games will be played on Tuesday evenings and are scheduled to begin on Tuesday, March 19<sup>th</sup>. Regular season and post-season champions will receive t-shirts. Games will be officiated by Joey Gorman, while a Recreation Staff member is on-site to keep books.

### **Adult Table Tennis League**

Registration for the Singles Table Tennis League will be held January 28<sup>th</sup> – February 22<sup>nd</sup>. Games are scheduled on Tuesdays from 10:20 a.m. – 12:00 p.m.; the season will begin the middle of March. Table One is set up for league matches; Table Two is set up for anyone wanting to get a league pickup game and warm-ups. The regular season champion and tournament champion will receive a shirt. A double elimination tournament will take place following the regular season. Games and scores are kept and recorded by the players and Recreation staff.

### **First Pitch Half Rubber Tournament**

The First Pitch IOP Half Rubber Tournament is scheduled for Saturday, March 23<sup>rd</sup> and Sunday, March 24<sup>th</sup>, if needed. Lights will be turned off at 10:00 p.m. sharp on Saturday. The Captains' Meeting/Check-in will begin at 7:30 a.m., and games will begin at 8:00 a.m. The registration fee is \$25 per person; teams may consist of 3 or 4 players. Sponsors for the tournament are being solicited for 1<sup>st</sup> and 2<sup>nd</sup> place winners. Information concerning the tournament can be found on the City's website.

## **Youth Sports**

### **Basketball**

The basketball season began January 7<sup>th</sup> with eighteen (18) teams competing. Coaches in each age division were given skill packets at the beginning of the season to provide them with some useful coaching ideas. Team photos were taken on Tuesday, January 15<sup>th</sup>.

### **5/6 Basketball**

Four (4) teams with a total of twenty nine (29) players are participating in the season that began on Monday, January 7<sup>th</sup>. The final game of the season will be held on Monday, February 18<sup>th</sup>. Games are officiated by the coaches, and no scores or league standings are kept. A Recreation staff member is on-site to supervise league games and practices. All participants will receive trophies for their participation.

### **7/8 Basketball**

There are six (6) teams participating with a total of forty eight (48) players in this league that began on Wednesday, January 9<sup>th</sup>. The final game of the season will be held on Wednesday, February 13<sup>th</sup>. Games are officiated by Lowcountry Officials; score is kept, but league standings are not kept. A Recreation staff member is on-site to supervise league games and practices. All participants will receive trophies for their participation.

### **9/10 Basketball**

The 9/10 year-old basketball season began on Thursday, January 10<sup>th</sup> with four (4) teams participating and a total of thirty five (35) players. The season ends on Thursday, February 7<sup>th</sup> with a single elimination tournament to follow. An all-star team has been formed to play in the district tournament. Regular season and post-season runner-ups and champions will receive trophies; Lowcountry Officials provide referees for the games while Recreation staff is on-site to keep score.

### **11/14 Basketball**

There are four (4) teams participating with a total of thirty six (36) players in this league that began on Thursday, January 10<sup>th</sup>. The final game of the regular season will be played on Thursday, February 7<sup>th</sup> with a single elimination tournament to follow. An all-star team has been formed to play in the district tournament. Regular season and post-season runners-up and champions will receive trophies. Lowcountry Officials provide referees for the games while Recreation staff is on-site to keep score.

### **Basketball Registration:**

5/6 Yth Basketball Total:	29	Isle of Palms:	13	SI:	8	Non-Residents:	8
7/8 Yth Basketball Total:	48	Isle of Palms:	32	SI:	9	Non-Residents:	7
9/10 Yth Basketball Total:	35	Isle of Palms:	25	SI:	6	Non-Residents:	4
11/14 Yth Basketball Total:	36	Isle of Palms:	25	SI:	7	Non-Residents:	4

### **Baseball**

Registration for baseball is being held January 28<sup>th</sup> – February 22<sup>nd</sup> for Isle of Palms residents; open registration will begin on Monday, February 4<sup>th</sup> and will end February 22<sup>nd</sup>. Mandatory player/parent meetings are scheduled for Wednesday, March 6<sup>th</sup>. The Fast Start meeting will begin at 5:00 p.m.; T-Ball, Machine Pitch and Youth Baseball meetings will begin at 6:00 p.m. Every team leader and coach will receive a packet that contains ways to create skill drills that can be used to make practice a fun learning experience. Coaches and players will receive their team assignments, player information, league rules and league schedule.

### **Fast Start Baseball (3 & 4 year olds)**

A parent from each team will be appointed the team leader. Team leaders are responsible for planning the activities, which are scheduled for Saturdays and will consist of fundamental learning drills. Activity days will be held on Saturday mornings on the soccer field and will begin on Saturday, March 9<sup>th</sup>. Sponsors and team leaders are being finalized. All participants will receive a medal.

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

A coaches' meeting is scheduled for Monday, March 4<sup>th</sup> at 5:00 p.m. Games will be played on Saturday mornings on the baseball field. Practices will be held through March with games set to kick off Saturday, April 13<sup>th</sup>. Sponsors and coaches are being finalized. 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 is scheduled for Monday, March 4<sup>th</sup> at 5:15 pm. Games will be played on Saturday mornings on the softball field. Practices will be held through March and games are set to kick off Saturday, April 13<sup>th</sup>. Sponsors and coaches are being finalized. Coaches umpire the games; no scores or league standings will be kept, and all participants will receive a trophy.

### **Youth Baseball (9 – 12 years old)**

The skill evaluation/coaches' meeting will be held on Monday, March 4<sup>th</sup> at 6:00 p.m. Practices will be held through March, and games will kick off Tuesday, April 9<sup>th</sup>. Sponsors and coaches are being finalized. Regular season runners-up and champions will receive trophies; post-season runners-up and champions will receive plaques. Lowcountry Officials umpire the games while Recreation staff is on-site to keep score.

### **Youth Baseball Participation (as of January 30, 2013)**

Fast Start Baseball	Total: 15
5/6 T-Ball	Total: 16
7/8 Machine Pitch	Total: 9
9/12 Youth Baseball	Total: 10
9/11 ASA Girls Softball	Total: 1

### **Girls Softball**

Assuming enough participants register, one (1) IOP girls softball team will be formed. Practices will be held at the Isle of Palms Recreation Department. The Mount Pleasant Recreation Department agreed to let this team participate in their league, and games will be played at Mount Pleasant facilities. All participants will receive participation trophies.

## **PROGRAMS AND CLASSES**

Karrie Ferrell

### **Babysitting Course**

The next babysitting course is scheduled for Saturday, February 16, 2013. The instructor will be provided by the American Red Cross.

### **Ballet**

Four (4) preschool aged children are participating in the Ballet Class. Ballet is held on Mondays at 12:30 p.m. in the High Tide/Low Tide Room. Kim Chesley-Breland, Instructor.

### **Boater Education**

The Boater Education class scheduled for Friday, January 18<sup>th</sup> was cancelled due to lack of participation. The next class is scheduled Friday, March 29<sup>th</sup> from 10:00 a.m. – 5:00 p.m. Instructed by Department of Natural Resources.

### **BOSU Training**

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

Monday/Wednesday 4:15 p.m. – 5:15 p.m. Cancelled due to lack participation.

Monday/Wednesday 5:30 p.m. – 6:30 p.m. Seven (7) people have been participating. Two (2) paid for the session, and all others are paying by the class.

Saturdays 9:30 a.m. – 10:30 a.m. One (1) person has been participating by the class. Classes are \$64 for Isle of Palms' residents and \$69 for non-residents, or there is a \$10 walk-in fee. Isle of Palms' employees can take the class for free as a part of the Employee Wellness Program.  
Jeromy Miller, Instructor.

### **Coffee Corner**

Groups taking part in Coffee Corner are Gather and Knit, Mah Jongg, Tiny Tots and Jump Start parents and participants in the senior exercise class.

### **Dog Obedience**

#### Kinderpuppy: January 7<sup>th</sup>

Twelve (12) people are participating in the current session of Kinderpuppy. The next session is scheduled for Monday, March 11<sup>th</sup> at 6:30 p.m.; currently two (2) people are registered for class.

#### Just the Basics: January 7<sup>th</sup>

Eleven (11) people are participating in the current session of Just the Basics. The next session is scheduled for Monday, March 11<sup>th</sup> at 7:30 p.m.; currently one (1) person is registered for class.  
Susan Marett, Instructor

### **Gather Knit & Stitch**

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

### **Guitar Lessons**

January: One (1) person is participating in guitar. The next session is scheduled for Tuesday, February 5<sup>th</sup> at 4:15 p.m. Lee Archer, Instructor.

### **Gymnastics/Tumbling**

Eleven (11) people are participating in the current session of gymnastics. The next session is scheduled to begin Tuesday, February 19<sup>th</sup>. Currently two (2) participants have pre-registered for the class. Tricha Tapio, Instructor.

### **Holiday Happenings**

Holiday Happenings is an activity for preschool aged children. The activity is scheduled from 12:00 p.m. – 2:00 p.m., and the children need to bring lunch to the activity. Participants will play games and make crafts based on the upcoming holiday. The next activity is scheduled for Wednesday, February 13<sup>th</sup>. Currently two (2) participants have enrolled in the class.  
Cathy Adams, Instructor.

### **Hunter Education**

The next class will be held Monday, February 18, 2013. Participants must register through SCDNR. Instructed by Department of Natural Resources.

### **Jump Start**

Eight (8) preschoolers are enrolled on Monday/Wednesday/ Friday and five (5) are enrolled on Tuesday/Thursday. Enrollment remains open for the Tuesday/Thursday session of Jump Start. 2013-2014 Jump Start registration started Monday, January 28<sup>th</sup> for Isle of Palms' residents; non-residents will be able to enroll for the program starting Monday, February 4<sup>th</sup>. Currently three (3) people have enrolled in the preschool program. Robin Lee, Instructor.

### **Keenagers**

Twenty-six (26) Keenagers attended the January meeting on Wednesday, January 2<sup>nd</sup>; Eric Lavender attended the meeting and told pirate stories of the Lowcountry for the program. Attendance was low due to illness and, since it was the day after a holiday, many of the seniors were out of town. Twelve (12) Keenagers signed up to meet at Locklear's for Lunch Bunch. The shopping trip to Tanger Outlets was cancelled due to lack of participation. Keenager Committee members met on Tuesday, January 22<sup>nd</sup> to discuss memberships and upcoming meetings. The next Keenager meeting is scheduled for Wednesday, February 6<sup>th</sup>; Joyful Noise Quartet will perform. Lunch Bunch will be held at Zeus and Bingo, and the special activity will be held on Wednesday, February 20<sup>th</sup>.

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

The next Kid's Night Out is scheduled for Friday, February 8<sup>th</sup> at 6:00 p.m. – 8:30 p.m. Currently two (2) people are scheduled for the activity; participation will increase as the date gets closer.

### **Kid's Tween & Teen Yoga**

The youth yoga instructor has moved, and staff will continue to look for more youth yoga opportunities.

### **Little Dragons Karate**

No one attended class in January. The next class is scheduled for Wednesday, February 6<sup>th</sup> at noon. Debbie Garelli, Instructor

### **Line Dancing**

Line Dancing is held on the 1<sup>st</sup> and 3<sup>rd</sup> Fridays of the month; classes are held in the Magnolia /Palmetto Rooms at 10:00 a.m. Participants come and dance as a social group teaching one another new line dances.

### **Middle School Dance**

Three hundred and fifty (350) middle school youths attended the dance on Friday, January 25<sup>th</sup>. The dance was truly a success; participants danced, sang and played on the double slide. Jump Castle was provided by Charleston Jump Castle and Other Brother Entertainment provided a DJ for the event. The IOP Police Department attended the event, assisting with traffic and crowd control.

### **Mah Jongg**

Six (6) people participated in Mah Jongg during the month of January; the activity is held on Mondays at noon in the Magnolia Room.

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

January: Forty-three (43) parents and children participated in Mommy & Me/Daddy & Me. The activity is held on the 2<sup>nd</sup> Wednesday of the month from 9:30 a.m. – 11:00 a.m. in the Palmetto Room.

### **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. Three (3) people are currently participating in personal training. Jeromy Miller, Instructor.

### **Photography Contest**

The next photography contest will be held in the spring/summer, and details will be advertised in the Summer Activity Guide.

### **Pilates**

Pilates is new to the list of program offerings and is designed to promote movement, flexibility, core strength and increased range of motion. Classes began Monday, January 7<sup>th</sup> at 11:00 a.m. with five (5) people participating. Four (4) people paid for the session, and one (1) paid by the class. The next session is scheduled to begin Monday, February 4<sup>th</sup>. The class fee is \$32 for the month and \$10 to drop-in. Drop-ins need to call to reserve their space at least 24 hours before class. Pilates is free to Isle of Palms' employees as a part of the Wellness Program. Allie Shuttleworth, Instructor.

### **School's Out Activities/Spring Break**

Activities are scheduled on teacher work days and school holidays. Twenty-five (25) children, ages 5-12 years, participated in the basketball & relays activity on Thursday, January 17<sup>th</sup>. Thirty (30) children participated in the dodgeball activity on Friday, January 18<sup>th</sup>. The next activity will be held on Monday, February 18<sup>th</sup>. Participants will join in relays & tag games; activities are free, held from 1:00 p.m. - 3:00 p.m. and are supervised by Recreation staff.

### **Semi-Personal Training**

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

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

January: Sixteen (16) seniors attended aerobics; nine (9) participants paid for the session, and 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. This activity 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.

### **Senior Wellness Workshops**

The flexibility and mat class scheduled on January 10<sup>th</sup> was cancelled due to lack of participation; the next workshop is scheduled for Thursday, February 14<sup>th</sup> at 2:00 p.m. The upcoming workshop topic is Balance and Memory; participants need to pre-register. Judy Fischer, Instructor.

### **Story Time Yoga**

The youth yoga instructor has moved and staff will continue to look for more youth yoga opportunities.

### **Tae Kwon Do**

Youth Participation: January: Seven (7) participants have signed up for classes 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: January: Thirty (30) 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 7:30 p.m. Adults can join classes anytime.

### **Tennis**

Tiny Tennis: January: Seven (7) participants played in the tiny tennis class. Tiny Tennis is for children 3-5 years old. A low compression ball, smaller net and court are used to teach the fundamentals of tennis. The next session of tiny tennis starts Monday, March 4<sup>th</sup>.

Youth Tennis: January: Eleven (11) participants played in the youth tennis class. Classes were held on Mondays and Wednesdays at 4:00 p.m. and 5:00 p.m. The next session is scheduled to start Monday, March 4<sup>th</sup>.

Adult Tennis: January: Six (6) people participated in the adult tennis program. Classes met on Tuesdays and Thursdays at 9:00 a.m. – 10:00 a.m. The next session of tennis is scheduled for Tuesday, March 5<sup>th</sup>. Corinne Enright, Instructor.

### **Tai Chi/Qigong**

Tai Chi was added to the list of programs in September. Tai Chi is an ancient form of meditative, low impact activity originating from China that has mental, emotional and physical benefits to its practice. The activity helps reduce hypertension, stress, anxiety and depression and physical benefits include flexibility, joint health, lower body strength and balance. Classes are held on Tuesdays at 11:00 a.m. in the Magnolia/Palmetto Room, and five (5) people have been participating. Class is \$10 per person. Connie Cossetti, Instructor.

### **Tiny Tots**

Seven (7) participants are enrolled in the Monday/Wednesday/Friday classes and seven (7) are enrolled in the Tuesday/Thursday classes. 2013-2014 Tiny Tots registration began Monday, January 28<sup>th</sup> for Isle of Palms' residents; non-residents can register beginning Monday, February 4<sup>th</sup>. Cathy Adams, Instructor.

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

January: Eighteen (18) people participated in morning aerobics; classes were 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**

January: Six (6) people participated in the class, and all paid by the class. Classes were held on Tuesdays and Thursdays in the High Tide/Low Tide Rooms from 12:30 p.m. – 2:00 p.m. Pat Boyd, Instructor.

### **Yoga - Evening**

January: Fourteen (14) people participated in the evening yoga class. Five (5) people paid by the session; all others paid by the class. Classes were held on Mondays and Wednesdays at 5:30 p.m. – 6:30 p.m. Jen Schoolfield, Instructor.

### **Yoga – Morning**

January: Eight (8) people participated, and all paid by the class. Classes were held on Mondays and Wednesdays at 9:15 a.m. in the High Tide/Low Tide Room. Pat Boyd, Instructor.

### **Yoga – Saturday**

January: Nine (9) people participated in the class held on Saturday mornings from 10:00 a.m. - 11:15 a.m. in the Palmetto Room. Jen Schoolfield, Instructor.

### **Zumba**

January: Forty-six (46) people participated; fourteen (14) paid for the month, and all others paid by the class. Participants have the option of paying for four (4) classes for \$25, for eight (8) classes for \$50 or \$8 per class. Classes were held Mondays and Wednesdays at 6:45 p.m. in the High Tide/Low Tide Room. Dale Ellison, Instructor.

### **Writing from Memory**

Eight (8) people participated in the Writing from Memory. Classes start Tuesday, February 5th at 9:00 a.m. – 10:00 a.m. Participants will discuss and create works together as a group and individually. All works will be shared in an open-minded environment, and a public reading will be held for family and friends at the end of the session. Sara Thomason, Instructor.

### **Miscellaneous Work:**

- Created employee schedules.
- Processed time cards for employees and instructors.
- 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.
- Assisted with front desk duties and class check-ins.
- Set up classrooms for programs and special events.
- Trained part-time staff with evening desk duties.
- Assisted with Bulletin Boards and Information Center.

- Hired and met with instructors for future classes and opportunities.
- Revised room schedules and calendars to accommodate classes .
- Updated Recreation portion of website.
- Attended Recreation Committee Meeting on Wednesday, January 9<sup>th</sup>.
- Attended Accommodations Tax Committee Meeting on Wednesday, January 9<sup>th</sup>.
- Substitute taught Total Body Challenge on Friday, January 11<sup>th</sup>.
- Attended Area Directors Meeting on Wednesday, January 23<sup>rd</sup> at CCPRC.
- Attended Department Head meeting on Monday, January 28<sup>th</sup>.
- Attended staff meeting on Thursday, January 31<sup>th</sup>.
- Worked with the Director on Capital Projects Budget for 2014 Fiscal Budget.
- Met with Director and Fencing Companies to discuss pricing for 2014 Fiscal Budget.
- Worked with Director on the development of a RFB for HVAC in Gymnasium.

## SPECIAL EVENTS

### Will McElheny

#### **Cupids Card Shop**

Cupids Card Shop will be held on February 7<sup>th</sup> beginning at 4:00 p.m. The children will be given materials that include ribbon, glitter, stickers, markers and color pencils to decorate Valentine cards for love ones.

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

Doggie Day at the Rec is scheduled for Saturday, February 23<sup>rd</sup>. Dr. Jose Biascoechea will be at the Bark Park offering rabies vaccinations and the Isle of Palms' Animal Control Officers will be selling dog tags at the Bark Park throughout the day. The Doggie Day competitions will begin at 10:00 a.m.; owners may register their dogs in one (1) of the following categories:

CUTEST PUPPY ~ 1 year and under	MOST EAR RESISTIBLE EARS
MOST ATTRACTIVE ~ 1 year and over	BEST SMILE
BEST RESCUE ~ Female	BEST EYES
BEST RESCUE ~ Male	MOST UNUSUAL BREED
MYSTERY MUTT ~ Small Breeds – under 40lbs	BEST DRESSED
MYSTERY MUTT ~ Large Breeds – over 40lbs	MOST CREATIVE NAME

The winner in each of these categories will compete in for **BEST IN SHOW** following the individual competitions.

The following canine rescues and organizations have been secured to participate in the event:

<i>Camp Bow Wow</i>	<i>Puppy Crack</i>
<i>Purely Positive Training</i>	<i>Outback Mobile Grooming</i>
<i>Atwood Photography</i>	<i>Star Therapy</i>
<i>Shih Tzus</i>	<i>Pet Helpers</i>

### **St. Patty's Craft**

St. Patty's Craft is designed for children ages 5–14 years and is scheduled for Thursday, March 14<sup>th</sup> at 4:00 p.m. Participants will get a chance to decorate a St. Patty's bag, and a "hunt for gold coins" will follow.

### **Egg-cellent Craft**

Egg-cellent Craft is designed for children ages 5–14 years and will be held on Friday, March 29<sup>th</sup> beginning at 1:00 p.m. The children will get a chance to dye and decorate Easter Eggs. All materials will be provided; this event is free to the public.

### **Easter Egg Hunt**

The Easter Egg Hunt is scheduled for Saturday, March 30<sup>th</sup> from 10:00 a.m. to 12:00 p.m. Entertainment will be provided throughout the event with inflatable games from Charleston Jump Castle, pony rides from Lowcountry Animals, a face painter, balloon artist, photo booth; Carvel Ice Cream will give out free ice cream to the children. The Easter Bunny will be available for photos. Four (4) different age divisions will be established for the Easter Egg Hunt; they are as follows: ages 3 & under, 4-6, 7-9, 10-12. The Beta Club from Wando High School has volunteered to hide Easter eggs and distribute candy, and members from the Keenagers group will stuff Easter bags with candy at their March meeting. Approximately eight hundred (800) children participated in 2012.

### **Yard Sale**

The Annual Yard Sale is scheduled for Saturday, April 20, 2013. Fifty (50) spaces are available and will be set up from 27<sup>th</sup> to 29<sup>th</sup> Avenues along Hartnett Boulevard. Registration began January 1<sup>st</sup>. Advertising will include the *Post and Courier* the two (2) weeks prior to the event, the city information boards and the City E-newsletter. Goodwill will be at the yard sale to collect any unwanted items.

## **COMMUNITY SPECIALIST**

Holly Norton

### **Daily Responsibilities**

- Completed evening procedures and reported damages to supervisor.
- Set up 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 monthly and room calendars to include programs and activities.
- Showed first time visitors around Recreation Center and introduced them to our accommodations and programs.
- Completed housekeeping duties when needed.

#### **Other Duties**

- Matched invoices to purchase orders and filed.
- Called Keenagers/Seniors to remind them of the February meetings, activities and 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 vending machine operators to report problems or refill request when needed.
- Contacted all media contacts to promote Doggie Day Event.
- Checked in participants for School's Out Activities.
- Created banner advertising Doggie Day at the Rec.
- Created flyer to be distributed to Tiny Tots/Jump Start participants promoting new classes and events.

#### **Most Frequently Asked Questions**

“Is there a membership fee to use this facility?”

“Do you ever plan on building a pool?”

“Does the Isle of Palms Rec hold youth soccer in the spring?”

“Do you have a weight room?”

“What are your cardio hours?”

#### **Most Frequent Unsolicited Comments**

“This is such a beautiful building”

“You guys offer a fantastic variety of programs and classes”

“Your playground is one of my families' favorites to play at”

**Front Desk Summary: January for Monday – Friday** (Closed 1st and 21<sup>st</sup>)

**Cardio Room Usage:** 217

**Open Gym Participants:** 79 Residents  
59 Non-Residents

#### **Front Desk:**

Phone Calls: 329

Walk-Ins: 610

## **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, lubricated and cleaned Cardio Room equipment.
- Unclogged toilets and drains as needed.
- Replaced broken thermostat lock boxes.
- Contacted and assisted Roto-rooter with clearing the gym restrooms main drain line.
- Installed new batteries in all classroom clocks.
- Replaced gym water fountain push plates.
- Caulked leaking screw holes in roofing.
- Touched up paint in pre-school rooms.
- Defrosted water dispenser supply lines in refrigerators and removed old water filters.
- Repaired trim on Lobby information board.

### **Exterior Maintenance**

- Inspected playground equipment and removed graffiti.
- 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.
- Updated the maintenance records.
- Contacted Carolina Gas to fill gym heater gas tank.
- Contacted candy machine vendor regarding repairs need.
- Supervised Berkeley Heating & Air during Bi-annual preventive maintenance and necessary repairs to unit numbers 1, 2 & 10.
- Turned off gas tank supplying the gym heaters pending replacement of the two Lennox units.

## **PARKS & GROUNDS MAINTENANCE**

Nick Bako

### **Recreation Building and Activities**

- Completed monthly reports.
- Attended staff meetings.
- Helped set up and brake-down for Keenagers.
- Helped with the Christmas tree removal and storage from Front beach.
- Cleaned downspouts and gutters next to entrance to building and checked all others around the building as a routine maintenance item.
- Secured baseball bat storage area in the upstairs storage unit of the gym.
- Removed all Christmas lighting from building and bushes.
- Caulked top of sink in the family restroom.
- Re-secured two ceiling tiles in gym.

### **Recreation Grounds**

- Painted roundabout curbing and no parking areas at front entrance with safety yellow.
- Hand raked branches/debris at the roundabout, oak trees close around softball field and the dry pond area.
- Installed four Japanese Holly plants into the planters at front entrance.
- Trimmed shrubs at Recreation sign by entrance to complex.
- Removed water meter box and brought it to grade at Hartnett Avenue.
- Replaced outlet box and two (2) weatherproof G.F.I covers at the Palm trees along 28<sup>th</sup> Avenue.
- Repaired Recreation Department entrance sign.
- Installed more plants at front entrance sign.
- Installed more plants at building entrance.
- Weeded walkways and some beds.
- Blew off parking lot.
- Painted parking stops for handicapped parking.
- Painted HANDICAP PARKING and white lines along 27<sup>th</sup> Avenue.
- Removed gum from all walkways.
- Blew off parking along 27<sup>th</sup> Avenue.

### **Playground**

- Built-up area surrounding the picnic/shelter with sand and topsoil.
- Weeded inside play area as needed.
- Leveled mulch as needed in the play area.
- Re-secured, cleaned and leveled Recreation signage next to picnic shelter.

### **Basketball and Tennis Courts**

- Swept and removed debris from courts as needed for activities on a scheduled basis.
- Replaced basketball nets as needed.
- Re-wire/tied netting on basketball courts as needed.

- Re-wire/tied windscreens as needed.
- Dried tennis court numerous times to accommodate players.
- Filled entrance area and surroundings with topsoil and leveled.

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

- Dug a small trench to relieve water from the dugout area.
- Set up baseball registration sign at entrance by flagpole.
- Groomed field.
- Filled some areas in the batting cage with topsoil.

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

- Secured fencing at the outer edge of the field.
- Repaired three (3) sections of fencing around the backstop.
- Groomed field.
- Tightened small gate latch mechanism.

#### **Soccer Field**

- Secured sprinkler system for the seasonal weather.

#### **Bark Park**

- Filled holes as needed and replenished Doggie Scoops on a regular basis.

#### **Multi-purpose Field**

- Picked up debris and maintained as needed.
- Filled areas with topsoil as needed.

#### **Equipment**

- Washed truck and golf cart.
- Cleaned Port-a-let unit at the softball field.
- Replaced battery cable in Golf Cart.
- Made up template for handicapped parking signage.
- Installed new attachments to pitching machines and cleaned the wheels of two (2) units.
- Straightened "U" bolts and lubed threads on Christmas tree frame.

### **OPERATIONS**

#### **Overtime:**

**January**

0 hours of overtime

Youth basketball, adult volleyball and Middle School Dance.

**Building was available in January for 353 hours**

**Schools Out Activities:**

Thursday, January 17 <sup>th</sup>	Basketball & Relays	20 Children Participated
Friday, January 18 <sup>th</sup>	Dodge ball	25 Children Participated

**Information Boards:**

	<b># Times Boards were changed</b>	<b>Amount of Time</b>
September	10 Times	9.75 hours
October	8 Times	7.50 hours
November	7 Times	8.00 hours
December	5 Times	3.75 hours
January	6 Times	5.50 hours