



RECREATION DEPARTMENT MONTHLY REPORT MARCH 2013

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

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 8th. Reds, captained by Ginnie Gale, won the regular season that concluded Tuesday, March 12th. A double elimination tournament began on Sunday, March 17th; the regular season champions received t-shirts. Games are officiated by Erin Scott and Rachel Spitulski. Staff is on-site to keep score.

Adult Softball

Registration for Spring Softball was held January 28th - February 22nd. The registration fee was \$425 per team. The captains' meeting was held on Tuesday, March 5th at 5:30 p.m., and three (3) teams are participating in the league. Games will be played on Wednesday evenings, and the first games were scheduled for Wednesday, March 20th. The regular season will be followed by a single 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 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 28th - February 22nd. The registration fee was \$60 per team, and the league was limited to twelve (12) teams. The captains' meeting was held on Tuesday, March 5th at 5:00 p.m., and twelve (12) teams have signed up for this league. Games will be played on Tuesday evenings, beginning on Tuesday, April 2nd; 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 was held January 28th - February 22nd. The registration fee was \$250 per team, and the league was limited to twelve (12) teams. The captains' meeting was held on Tuesday, March 5th at 6:00 p.m.; seven (7) teams signed up. Games are played on Tuesday evenings and began on Tuesday, March 19th. Regular season and post-season champions will receive t-shirts. Game officials are provided by Mike Flato, while a Recreation Staff member is on-site to keep books.

Adult Table Tennis Singles League

Registration for the Singles Table Tennis League was held January 28th - February 22nd. Games were scheduled for Tuesdays from 10:20 a.m. - 12:00 p.m. and began Tuesday, March 12th. A captains' meeting was held on March 5th at 10:00 a.m. Table One is set up for league matches, and 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 was held Saturday, March 23rd and lasted until 3:00 p.m. The Captains' Meeting/Check-in was held at 7:30 a.m. and games began at 8:30 a.m. The registration fee was \$25 per person; teams consisted of 3 or 4 players. Thirteen (13) teams participated in the tournament. *For Hollywood*, finished as the tournament champions while *Local 421* came in 2nd place. Gift certificates were awarded to the 1st and 2nd place winners; event shirts were given to all participants, and "Champion" shirts were given to the winners. Every team enjoyed Papa John's pizza for lunch. Staff was on-site to supervise games and assist with any equipment repairs.

15th Annual Half Rubber Tournament

The 15th Annual Half Rubber Tournament is scheduled for Saturday, August 17th and Sunday, August 18th, if needed. The Captains' Meeting/Check-in will begin at 7:30 a.m., and games will begin at 8:00 a.m. The registration fee is \$20 per person. Teams may consist of 3 or 4 players. Sponsors for the tournament are being solicited for 1st and 2nd place winners. Information concerning the tournament can be found on the City's website.

Youth Sports

Baseball

Registration for baseball was held January 28th – February 22nd for Isle of Palms residents; open registration began on Monday, February 4th and ended February 22nd. Mandatory player/parent meetings were held on Wednesday, March 6th. The Fast Start meeting began at 5:00 p.m.; T-Ball, Machine Pitch and Youth Baseball meetings began at 6:00 p.m. Every team leader and coach received a packet containing 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.

Fast Start Baseball (3 & 4 years old)

A parent from each team was appointed the team leader. Team leaders are responsible for planning the activities, which are scheduled for Saturdays and consist of learning the fundamentals of baseball. Activity days are held on Saturday mornings on the soccer field and began on Saturday, March 9th. Sponsors and team leaders have been secured, and all participants will receive a medal.

T-Ball (5 & 6 years old)

A coaches' meeting was held Monday, March 4th at 5:00 p.m. Games will be played on Saturday mornings on the baseball field. Practices are held through March with games set to kick off Saturday, April 13th. Sponsors and coaches have been secured. Coaches umpire the games; no scores or league standings will be kept. All participants will receive a trophy.

Machine Pitch (7 & 8 years old)

A coaches' meeting was held Monday, March 4th at 5:15 p.m. Games will be played on Saturday mornings on the softball field. Practices are held through March, and games are set to kick off Saturday, April 13th. Sponsors and coaches have been secured. Coaches will 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 was held on Monday, March 4th at 6:00 p.m. Practices are held through March, and games will kick off Tuesday, April 9th. Sponsors and coaches have been secured. Regular season runners-up and champions will receive trophies; post-season runners-up and champions will receive plaques. Lowcountry Officials will umpire the games while Recreation staff is on-site to keep score.

Youth Baseball Participation (as of March 22, 2013)

Fast Start Baseball	Total: 61	IOP Residents: 24	Non-Residents: 37
5/6 T-Ball	Total: 58	IOP Residents: 24	Non-Residents: 34
7/8 Machine Pitch	Total: 45	IOP Residents: 23	Non-Residents: 22
9/12 Youth Baseball	Total: 41	IOP Residents: 27	Non-Residents: 14

The numbers for participation in the 9/12 age group are down from previous years; many parents have indicated their children are playing lacrosse and participating in the track program through the Mount Pleasant Recreation Department.

Child I.D. Program

New York Life came to the baseball parent/player meeting to create an I.D. card for each child. The I.D.s included fingerprints, the child's photo, contact information and any other information needed by the police in case of an emergency. Children had to be accompanied by a parent or legal guardian to take part. New York Life has guaranteed that all data is automatically erased upon printing, and the only information they will retain is a parent's or guardian's contact information - only if permission has been granted for an agent to contact them.

Tots Lacrosse

Tots Lacrosse is designed to teach children, ages 3-5 years old, and parents the mechanics of lacrosse; cradling, passing, catching, shooting and scooping ground balls will be taught. One parent from each family must attend each session to learn along with their child, and children need to bring a lacrosse stick and goggles. Sessions are held twice a month from 1:00 p.m. – 2:00 p.m.; the next sessions will be held April 13 and April 27. The cost is \$25 for IOP residents and \$30 for non-residents for both days. One day a month is \$15 for IOP residents and \$20 for non-residents. Six (6) children participated in the March session of Tots Lacrosse.

January 12 th and January 26 th	Session total: 3	Isle of Palms: 2	Non-residents: 1
February 9 th and February 23 rd	Session total: 11	Isle of Palms: 6	Non-residents: 5
March 2 nd and March 16 th	Session total: 6	Isle of Palms: 3	Non-residents: 3

Spike Nights

Spike Nights are an opportunity for youth, ages 5–16 years, to participate in a volleyball clinic. On Thursday nights, Laura Togami will instruct and play from 5:00 p.m. – 7:00 p.m. Registrants sign up for 4 sessions at a time, and the fee is \$40 for residents and \$45 for non-residents. The next sessions will be held April 4th- April 25th.

March 7 th – March 28 th (ages 5-9)	Session total: 14	Isle of Palms: 4	Non-residents: 10
March 7 th – March 28 th (ages 10-16)	Session total: 23	Isle of Palms: 5	Non-residents: 18

Individual Volleyball Lessons

A volleyball net is set up for adult volleyball on Tuesdays or for Spikes on Thursdays. Individual and group lessons are instructed by Kraig and Laura Togami.

March 7 th	Lesson total: 3	March 19 th	Lesson total: 4
March 14 th	Lesson total: 4	March 21 st	Lesson total: 4

Youth Dodgeball Pick-Up Games

Games are scheduled once a month on a Wednesday from 4:00- 5:00 p.m. This is geared for children 7-12 years old and is free to participate. Children can sign up in advance or just show up to play. Games are played in the gymnasium. The session held on Wednesday, March 13th had ten (10) children participating; Recreation staff members were on-site to supervise these games.

Isle of Palms Beach Run

The Isle of Palms Beach Run is scheduled for Saturday, June 29th. The Beach Run consists of 5K/10K runs beginning at 8:00 a.m., and 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, June 28th 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. Sponsors are secured, applications are being printed and t-shirts are being proofed.

PROGRAMS AND CLASSES

Karrie Ferrell

Babysitting Course

The next babysitting class is scheduled for Saturday, May 11th; classes are for youth 11-14 years old that are interested in learning first aid, nutrition and baby care. The class is instructed by the American Red Cross.

Ballet

Four (4) preschool-aged children are participating in the Ballet Class. The next session of ballet will begin April 8th. Ballet is held on Mondays at 12:30 p.m. in the High Tide/Low Tide Room. Kim Chesley-Breland, Instructor.

Boater Education

The next class is scheduled Friday, March 29th from 10:00 a.m. – 5:00 p.m. The class is instructed by Department of Natural Resources.

BOSU Training

March Session: Wednesday/Friday 10:30 a.m. – 11:30 a.m. Nine (9) people have been participating, and four (4) paid for the session, while all others are paying by the class.

Monday/Wednesday: 4:15 p.m. – 5:15 p.m. Cancelled for a lack of participation.

Monday/Wednesday: 5:30 p.m. – 6:30 p.m. Twelve (12) people have been participating; six (6) paid for the session, and all others are paying by the class.

Saturdays: 9:30 a.m. – 10:30 a.m. Six (6) people have been participating in the classes, which are \$64 for Isle of Palms residents and \$69 non-residents, or a \$10 walk-in fee. Isle of Palms' employees can take the class for free as a part of the Employee Wellness Program. Jeromy Miller, Instructor.

Coffee Corner

Participants in Coffee Corner are Gather and Knit, Mah Jongg, Tiny Tots, Jump Start, Senior Exercisers and visitors to the island for spring break.

Dog Obedience

Kinderpuppy: March 11th

Twelve (12) people are participating in the current session of Kinderpuppy. The next session is scheduled for Monday, May 6th at 6:30 p.m.

Just the Basics: March 11th

Seven (7) people are participating in the current session of Just the Basics. Susan Maret, Instructor.

Gather Knit & Stitch

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

Guitar Lessons

March: No one participated in the month of March. The next session is scheduled for Tuesday, April 9th at 4:15 p.m. Lee Archer, Instructor.

Gymnastics/Tumbling

Eighteen (18) children are participating in the current session of gymnastics. The session started Tuesday, February 19th, and the next session of gymnastics is scheduled for Tuesday, April 9th. Tricha Tapio, Instructor.

Holiday Happenings

Holiday Happenings is a holiday activity for preschool-aged children scheduled from 12:00 p.m. – 2:00 p.m. Children bring their lunch to the activity, and they play games and make crafts based on the upcoming holiday. Six (6) participants enrolled in the Holiday Happenings class held March 13th when the children made St. Patrick's Day crafts and spring birds' nests. Cathy Adams, Instructor.

Hunter Education

Class was cancelled due to lack of participation. The Hunter Education class scheduled for Friday, April 5th has been cancelled because the instructor will be participating in a national conference in Texas. Future classes will be scheduled and advertised in the Activity Guide as well as the City's website. Classes are 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 is open for Isle of Palms residents and non-residents; participants are registering for the four year old preschool program that will begin in August 2013. Currently four (4) people are registered for Tuesday/Thursday classes, and seven (7) people are registered for Monday/Wednesday/Friday classes. Registration will remain open until class is full with ten (10) participants. Robin Lee, Instructor.

Keenagers

Fifty (50) Keenagers attended the March meeting held on Wednesday, March 6th. The program included a March, spring and St. Patrick's Day trivia slide show. Fifteen (15) people signed up for Lunch Bunch at Bricco Bracco on March 13th. A local trip planned to Fear No Easel was cancelled due to lack of interest. The next Keenager meeting is scheduled for April 3rd at noon, Archie Burkel will provide the program, and Lunch Bunch will be held at Bambu on Wednesday, April 10th.

Kid's Night Out

The next activity is scheduled for Friday, April 26th. Activities are supervised by Recreation staff.

Little Dragons Karate

No one attended the classes scheduled for March. The next class is scheduled for Wednesday, April 10th at noon. Debbie Garelli, Instructor.

Line Dancing

Line Dancing is held on the 1st and 3rd 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. Nine (9) people have participated in the self-led social activity.

Middle School Dance

Three hundred and fifty-four (354) students attended the Middle School Dance held on Friday, March 15th from 7:00 p.m. - 9:30 p.m. There was a jump castle and DJ, and concessions were sold. Middle School Dances are supervised by Recreation staff, and the Isle of Palms Police Department assists with traffic and crowd control. The dance is \$5 at the door.

Mah Jongg

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

Mommy & Me/ Daddy & Me

February: Fourteen (14) parents and children participated in Mommy & Me/Daddy & Me. The activity is held on the 2nd 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; details will be advertised in the Summer Activity Guide.

Pilates

Six (6) people participated in the new exercise class. Five (5) people paid for the session, and one paid by the class. The next session is scheduled to start Monday, April 1st. The class is \$32 for the month and \$10 to drop-in. Drop-ins need to call at least 24 hours before class to reserve space. Pilates is free to Isle of Palms' employees as a part of the Employee Wellness Program. Allie Shuttleworth, Instructor.

School's Out Activities/Spring Break

The next activity will be held the week of spring break April 1st – April 5th. These free activities are held from 1:00 p.m. – 3:00 p.m. and are supervised by Receptions staff.

Semi-Personal Training

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

Senior Aerobics – Over 50 Fitness

March: Sixteen (16) seniors attended aerobics; eight (8) participants paid for the session, and all other participants 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 free and funded through a grant given to Charleston County. 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

Nine (9) people participated in the Flexibility workshop on Thursday, March 14th at 2:00 p.m. The upcoming workshop topic is an Exercise Ball Workshop scheduled for Thursday, April 11th at 2:00 p.m.; participants need to preregister for activity. Judy Fischer, Instructor.

Tae Kwon Do

Youth Participation: March: Seven (7) participants have signed up for 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: March: 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.

The Tae Kwon Do Tournament is scheduled for Saturday, April 20th at 10:00 a.m. Tournament includes eliminations and finals in forms and sparring, followed by black belt testing.

Tennis

Tiny Tennis: March: The March session of tennis will be cancelled due to instructor's prenatal care. Tiny tennis lessons will resume in July.

Youth Tennis: March: The March session of tennis will be cancelled due to instructor's prenatal care. Youth tennis will resume in July.

Adult Tennis: March: The March session of tennis will be cancelled due to instructor's prenatal care. Adult lessons will resume in July. Corinne Enright, Instructor.

Tai Chi/Qigong

Five (5) people have been participating in the Tai Chi class held on Tuesdays at 11:00 a.m. in the Palmetto Room. The class has a \$10 walk-in fee. Connie Cossetti, Instructor.

Tiny Tots

Currently, seven (7) participants are enrolled in the 2012 Monday/Wednesday/Friday classes, and seven (7) are enrolled in the Tuesday/Thursday classes.

Registration for the 2013-2014 Tiny Tots is closed, and names have been placed on a waiting list. Nine (9) children are registered for the Monday – Friday classes. Interested parents are encouraged to get their names on the waiting list; the waiting list is free of charge, and persons on the list will be notified when there is an opening in the program. Cathy Adams, Instructor

Total Body Challenge (TBC)

March: Sixteen (16) people participated in morning aerobics classes held Monday – Friday at 8:00 a.m. to 9:00 a.m. in the High Tide/Low Tide Rooms. Pat Boyd and Angela Reinhardt, Instructors.

Yoga - Afternoon

March: Nine (9) people participated in the class. All participants are paying by the class. Classes are held on Tuesdays and Thursdays in the High Tide/Low Tide Rooms from 12:30 p.m. – 2:00 p.m. Pat Boyd, Instructor.

Yoga - Evening

March: Eleven (11) people participated in the evening yoga classes. Three (3) people paid by the session; all others are paying by the class. Classes are held on Mondays and Wednesdays at 5:30 p.m. – 6:30 p.m. Jen Schoolfield, Instructor.

Yoga – Morning

March: Fifteen (15) people participated, and all are paying 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

March: Fifteen (15) 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

March: Forty-six (46) people participated; fourteen (14) 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

Ten (10) people are currently enrolled in the Writing from Memory classes held on Tuesdays 9:00 a.m. – 10:00 a.m. Participants discuss and create works both as a group and individually. All works are shared in an open-minded environment. The Public Reading is scheduled for Friday, April 12th at 6:00 p.m., and participants will invite family and friends to share work from the writing 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.
- Set up classrooms for programs and special events.
- Revised room schedules and calendars to accommodate classes.
- Updated Recreation portion of website.
- Attended All Start Basketball Game (13-14 year old League) Friday, March 1st at Bees Ferry Landing Gymnasium, City of Charleston.
- Attended Program Summit in Columbia February 27th – March 1st.
- Attended Recreation Committee meeting on Monday, March 4th.
- Attended Ways and Means Committee meeting on Wednesday, March 20th.
- Attended Bid Opening for Recreation Department HVAC on Thursday, March 21st.
- Substitute taught Total Body Challenge on Friday, March 15th.
- Supervised start of 6v6 Adult soccer league on Tuesday, March 19th.
- Working on Summer 2013 Activity Guide.

SPECIAL EVENTS

Will McElheny

St. Patty's Craft

St. Patty's Craft was held on Thursday, March 14th at 4:00 p.m. and was offered for children ages 5 – 14 years. The ten (10) participants decorated a St. Patty's bag and then went on a hunt for gold coins. This is the second year for this event.

Upcoming Events

Egg-cellent Craft

Egg-cellent Craft will be held on Friday, March 29th beginning at 1:00 p.m. The children will dye and decorate Easter eggs. All materials will be provided, and this activity is free to the public. Children 14 years and younger are encouraged to participate.

Easter Egg Hunt

The Easter Egg Hunt is scheduled for Saturday, March 30th beginning at 10:00 a.m. Inflatables will be available from *Charleston Jump Castle*; pony rides will be available from *Lowcountry Animals*; and a face painter, balloon artist, photo booth and *Carvel Ice Cream* will be at the event to offer free services and products for the children participating. The Easter Bunny will be available all day for photo opportunities. The grounds will be marked off into four (4) age divisions: 3 & under, 4-6 years, 7-9 years and 10-12 years. The Beta Club from Wando High School has volunteered to hide Easter eggs and pass out candy; members of the Keenagers group stuffed Easter Candy Bags at their March meeting. Approximately eight hundred (800) children participated in 2012, and it is anticipated that 900 – 1000 will be in attendance this year.

Yard Sale

The Annual Yard Sale is scheduled for Saturday, April 20th beginning at 8:00 a.m. Fifty (50) spaces will be available and set up from 27th to 29th Avenues along Hartnett Boulevard; registration began January 1st. Advertising for this event will appear in *The Post and Courier* two (2) weeks prior to the event, on the City information boards and in the City's E-newsletter. Goodwill will be available to collect any unwanted items.

Piccolo Spoleto Sand Sculpting Contest

The 25th annual Piccolo Spoleto Sand Sculpting Contest will be held on Saturday, June 1st at 9:00 a.m., and, with the assistance of Chris Tindal, all the stops are being pulled out to make the 25th anniversary event the biggest and best ever. With the help of the Cultural Affairs Office, a full page ad will be in the 2013 Piccolo Spoleto Program Book. Slant Media is designing the 25th annual logo for the contest, and the first 200 people that register will be guaranteed a t-shirt. Sponsorships are being secured from local businesses including *The Windjammer*, *Sea Biscuit*, *Barrier Island ECO Tour*, *Carvel*, *Charleston Battery* and *Coconut Joes* have already committed. Awards will be given in seven (7) different categories, i.e. Children, Young Adult, Family, Adult, Most Creative, Best Architectural and Best in Show.

Camp Summershine

Registration began on Monday, March 18th at 7:00 a.m. for Isle of Palms residents and on Monday, March 25th at 7:00 a.m. for non-residents. As of March 26th, there are available spaces in three (3) of the eight (8) weeks of Camp Summershine; all eight (8) weeks of Wee Camp are full. Parents received a Camp Calendar and Guide when they registered; here parents are told what items the campers need to bring each day throughout the summer. On the first day of camp the campers will receive their camp T-shirt. Each week has a theme, and the activities for the week will be focused on that theme. Some of the themes for the 2013 summer camp are *Sweet Treat Week*, *Wet and Wild*, *Dodge This*, *Island Idol* and others; during those weeks the campers will have the opportunity to go on field trips to Splash Zone and Carolina Ice Palace, in addition, Charleston Jump Castles makes frequent visits to summer camp.

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 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.
- Completed housekeeping duties when supervisor was unavailable.

Other Duties

- Matched invoices to purchase orders and then filed.
- Called Keenagers/Seniors to remind them of the March 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 vending machine operators to report problems or refill requests when needed.
- Created banner advertising the Easter Egg Hunt.
- Organized eggs for Easter Egg Hunt.
- Created flyer to be distributed to Tiny Tots/Jump Start participant's promoting new classes and events.
- Assisted with Summer Camp registration.
- Updated Gym/Cardio Room Bulletin Boards.

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.
- Contacted and supervised Charleston Fitness Equipment regarding cardio room equipment repairs.
- Follow-up with the Muhler Company regarding replacement of cracked window in the Palmetto Room.
- Cleaned HVAC intake vent grills and rest room exhaust fans.

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 Sottile Pest Control Management regarding termite inspection.
- Supervised Liberty Fire Protection and Falcon Fire System Inc. during annual fire suppression system and equipment inspection.

PARKS & GROUNDS MAINTENANCE

Nick Bako

Recreation Building and Activities

- Checked main Lobby for leaks on a monthly basis.
- Attended staff meetings.
- Completed monthly reports.
- Assisted with Keenagers, Half Rubber, Middle School Dance and other activities as needed.
- Cleaned trash receptacle toppers at entrance to building.
- Filled areas in the Gym wall with spackle due to damage with volley and basketballs.
- Repaired Lock for exit door near Men's room.

- Tightened handle and lock bar of exit door near Women's room.
- Cleaned gutters and downspouts.
- Cleaned out all storm drains of debris.

Recreation Grounds

- Trimmed at monument and P.A.R.D. signs next to playground.
- Turned on all fountains and water supplies as needed for season.
- Lined fields weekly for Fast Start program.
- Applied fire-ant killer on multi-field and soccer field for events.
- Applied weed killer at Bark Park and walkways.
- Lined Palm Boulevard from 21st to 36th Avenue on Thursdays.
- Trimmed shrubs around building.
- Sprayed for termites in mulched area outside of Men's room.
- Cleaned trash receptacles for upcoming events.
- Installed wall file folders to accommodate needs.
- Lined fields for Half-Rubber Tournament.
- Straightened street poles and signage on Palm Boulevard.
- Replaced bulb in the Isle of Palms information board.

Playground

- Hammered spikes back into ground on the border of play area.
- Leveled playground mulch as needed.

Basketball and Tennis Courts

- Applied weed killer around courts as needed.
- Cleaned courts daily.
- Applied fire ant killer spray as needed along fence perimeter.
- Installed new nets at the basketball courts.
- Re-wire-tied windscreen at the Tennis Court, several times.

Baseball (Scalise) Field

- Prepared dugouts for upcoming season; weeded and leveled.
- Applied weed killer to areas in dugout.
- Installed temporary fence for the baseball season.
- Removed and reinstalled temporary fence for the Half Rubber Tournament.
- Installed batting cage for season.

Softball (Clarkin) Field

- Repainted table and bench for scorekeepers.
- Applied weed killer in dugout.
- Re-wire -tied wind screening a home plate.
- Replaced bulbs in scoreboard as needed.

Soccer Field

- Fertilized field with 5-10-31 with weed control.

- Set up soccer goals and lined.
- Repaired holes and seeded in the field as needed after the Half Rubber Tournament.
- Replaced bulbs in scoreboard as needed.

Bark Park

- Filled large holes as needed on a regular basis.
- Filled Pooper-Scooper boxes as needed.
- Drained Bark Park of water from rainstorm via 2” pumping unit.

Multi-purpose Field

- Picked up debris and maintained as needed.
- Filled holes as needed after Half Rubber Tournament.
- Sprayed for fire ants for upcoming events.

Equipment

- Washed all vehicles.
- Maintained all equipment, on a regular basis.
- Repaired small lawnmower.
- Removed golf cart rear platform to remove rust, prime and re-painted.
- Repaired wiring in the pitching machine.
- John Deere tractor is being serviced for broken seals.

OPERATIONS

Overtime:

March 2.5 hours of overtime

Staff conducted Captains’ meetings for 3 on 3 Basketball, 6 vs 6 Soccer, Table Tennis, and Adult Softball. Youth activities included Middle School Dance and St. Patty’s Pot of Gold activity. Staff attended the Ways & Means meeting and conducted and supervised the Half Rubber Tournament.

Building was available in March for 339 hours

Dodgeball Pick-up Game

Wednesday, March 13th Dodge Ball Ten (10) children participated

Information Boards:

Time	# Times Boards were changed	Amount of
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
February	7 Times	6.50 hours
March	9 Times	8.70 hours