



# **RECREATION DEPARTMENT MONTHLY REPORT JANUARY 2014**

**STAFF:** Norma Jean Page, Recreation Director  
Karrie Ferrell, Assistant Director (programs)  
Ben Hull, Recreation Supervisor (athletics)  
Miklos “Nick” Bako, Parks & Grounds Supervisor  
Will McElheny, Recreation Supervisor (special events)  
Shelia Redmon, Parks & Facilities Specialist  
Laura Togami, Part-time Front Desk

## ATHLETICS

Ben Hull

### **Adult Winter CO-ED Volleyball**

Six (6) teams are participating in the Co-Ed Volleyball League. Games are played on Tuesday nights and Sunday afternoons, and regular season games began on Tuesday, January 7<sup>th</sup>.

Currently, Banana Cabana is in first place with five (5) wins on the season. The regular season will conclude on Tuesday, February 25<sup>th</sup> with a double-elimination, post-season tournament to follow. The regular season and tournament champions will receive t-shirts. Games are officiated by Charleston Officials. With staff on-site to keep score.

### **Adult Softball**

Registration for spring softball will be held January 27<sup>th</sup> - February 21<sup>st</sup>. The registration fee is \$425 per team, and the league is limited to twelve (12) teams. The captain's meeting will be held on Tuesday, March 4<sup>th</sup> at 5:30 p.m. Games are tentatively scheduled to begin on Wednesday, March 19<sup>th</sup> and will be played on Wednesday evenings. The regular season will be followed by a double-elimination, post-season tournament. Regular season and tournament champions will receive t-shirts. Charleston Officials will umpire games, while a Recreation staff member is on-site to keep score.

### **Adult Spring 3-on-3 Basketball**

Registration for the 3-on-3 Basketball League will be held January 27<sup>th</sup> - February 21<sup>st</sup>. The registration fee is \$60 per team, and the league is limited to twelve (12) teams. The captain's meeting will be held on Tuesday, March 4<sup>th</sup> at 5:50 p.m. Games will be played on Tuesday or Thursday evenings and are scheduled to begin on Tuesday, March 18<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 Spring 6-vs-6 Soccer**

Registration for the 6-vs-6 Mens Soccer League will be held January 27<sup>th</sup> - February 21<sup>st</sup>. The registration fee is \$250 per team; the league is limited to twelve (12) teams. The captain's meeting will be held on Tuesday, March 4<sup>th</sup> at 6:10 p.m. Games will be played on Tuesday evenings and are scheduled to begin on Tuesday, March 18<sup>th</sup>. Regular season and post-season champions will receive t-shirts. Games will be officiated by the Paragon Assigning, while a Recreation staff member is on-site to keep books.

### **Adult Fall Table Tennis Singles League**

Registration for the Singles Table Tennis League will be held January 27<sup>th</sup> – February 21<sup>st</sup>. Games will be played on Tuesdays from 10:20 a.m. – 12:40 p.m. The season will start 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. The regular season and tournament champions will receive t-shirts. A double-elimination tournament will take place following the regular season. Games and scores are kept and recorded by the players and Recreation staff.

## Youth Sports

### **Basketball**

The basketball season began on January 8<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 14<sup>th</sup>.

### **5/6 Basketball**

Four (4) teams with a total of thirty-three (33) players are participating in the season that began on Wednesday, January 8<sup>th</sup>. The final game of the season will be held on Monday, February 19<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 medals for their participation.

### **7/8 Basketball**

There are four (4) teams participating with a total of thirty-one (31) players in this league that began on Wednesday, January 8<sup>th</sup>. The final game of the season will be held on Wednesday, February 19<sup>th</sup>. Games are officiated by Charleston Officials. Scores are kept, but league standings are not kept. A Recreation staff member is on-site to supervise league games and practices. All participants will receive medals for their participation.

### **9/10 Basketball**

The 9/10 year-old basketball season began on Thursday, January 9<sup>th</sup> with five (5) teams participating and a total of forty-six (46) players. The season ends on Thursday, February 15<sup>th</sup> with a single-elimination tournament to follow. An in-house all-star game will be formed. Regular season and post-season runner-ups and champions will receive trophies. Charleston Officials provide referees for the games while Recreation staff is on-site to keep score.

### **11/14 Basketball**

The 11/14 year-old basketball season began on Thursday, January 9<sup>th</sup> with five (5) teams participating and a total of forty-three (43) players. The season ends on Thursday, February 15<sup>th</sup> with a single-elimination tournament to follow. An all-star team will be formed. Regular season and post-season runner-ups and champions will receive trophies. Charleston Officials provide referees for the games while Recreation staff is on-site to keep score.

### **Basketball Registration: (as of 1/31/14)**

5/6 Yth Basketball Total:	33	Isle of Palms:	22	Non-residents:	11
7/8 Yth Basketball Total:	31	Isle of Palms:	19	Non-residents:	12
9/10 Yth Basketball Total:	46	Isle of Palms:	30	Non-residents:	16
11/14 Yth Basketball Total:	43	Isle of Palms:	27	Non-residents:	16

### **Baseball**

Registration for baseball is being held January 27<sup>th</sup> – February 21<sup>st</sup> for Isle of Palms residents. Open registration will begin on Monday, February 3<sup>rd</sup> and will end February 21<sup>st</sup>. Mandatory player/parent meetings are scheduled for Monday, March 3<sup>rd</sup>. The Fast Start meeting will begin at 5:00 p.m.; T-Ball, Machine Pitch and Youth Baseball meeting 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. Activities 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 8<sup>th</sup>. Sponsors and team leaders are being finalized. All participants will receive a medal.

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

A coach's meeting is scheduled for Monday, March 3<sup>rd</sup> at 5:00 p.m. Games will be played on Saturday mornings on the baseball field. Practices will be held through March, and games are set to kick off Saturday, April 12<sup>th</sup>. Sponsors and coaches are being finalized. Coaches will umpire the games, and 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 3<sup>rd</sup> at 5:15 p.m. 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 12<sup>th</sup>. Sponsors and coaches are being finalized. Coaches will umpire the games, and no scores or league standings will be kept. All participants will receive a trophy.

**Youth Baseball (9 – 12 years old)**

The skill evaluation/coaches meeting will be held on Monday, March 3<sup>rd</sup> at 6:00 p.m. Practices will be held through March, and games are set to kick off Monday, April 7<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. Charleston Officials umpire the games with Recreation staff on-site to keep score.

**Youth Baseball Participation (as of January 31, 2014)**

Fast Start Baseball	Total: 9
5/6 T-Ball	Total: 12
7/8 Machine Pitch	Total: 7
9/12 Youth Baseball	Total: 5

**PROGRAMS AND CLASSES**

Karrie Ferrell

**Babysitting Course**

The next American Red Cross Babysitting course will be offered on Saturday, May 10<sup>th</sup> at 9:00 a.m. Participants will need to register through the Lowcountry Red Cross office. Classes will be advertised on [www.iop.net](http://www.iop.net) and [lowcountryredcross.org](http://lowcountryredcross.org) website.

## **Ballet**

January 6<sup>th</sup> – February 24<sup>th</sup> session of ballet has six (6) participants in the class. The next session of ballet is scheduled to start Monday, March 3<sup>rd</sup>. Classes are held on Mondays from 12:30 p.m. – 1:00 p.m. Kim Chesley-Breland, Instructor.

## **Boater Education**

Boater Education classes are scheduled for Saturday, March 8<sup>th</sup> and Saturday, April 12<sup>th</sup>. Classes are conducted by instructors from South Carolina Department of Natural Resources, and persons interested in participating may sign up through [SCDNR.org](http://SCDNR.org).

## **BOSU Training/Core & More**

January Session: Wednesday/Friday 10:30 a.m. – 11:30 a.m. Eight (8) people are participating in the class. Two (2) paid for the session, and all others paid by the class.

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

January: Saturday: 9:30 a.m. – 10:30 a.m. Six (6) people are participating in the class; one (1) paid for the session; all others are paying by the class.

Class fees are \$64 for residents and \$69 for 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.

## **Gather Knit & Stitch**

January: Six (6) 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.

## **Gymnastics**

Ten (10) children are participating in the gymnastics session running from January 7<sup>th</sup> – February 11<sup>th</sup>. The next session of gymnastics is scheduled to begin Tuesday, February 18<sup>th</sup> at 3:30 p.m. Classes teach basic tumbling, balance beam and mini-bars. Tricha Tapio, Instructor.

## **Jump Start 4-year old Pre-K program**

The 4-year old pre-K program continues to run smoothly. The Monday/Wednesday/ Friday classes are full with ten (10) children, and the Tuesday/Thursday classes have six (6) participants. Interested participants can join the Tuesday/Thursday class anytime. Registration for the 2014 – 2015 school year began on Monday, January 13<sup>th</sup> for residents and January 21<sup>st</sup> for non-residents. Currently three (3) spaces are available for the upcoming school year. Robin Lee, Instructor.

## **Keenagers – Senior Social Group**

The Keenagers meeting was held on January 8<sup>th</sup> at noon. Participants brought a covered-dish entrée or dessert to share. Participants were entertained by Sabrina Lavender as she told pirate stories and stories of the history of Isle of Palms and Sullivan's Island. Interested participants enjoyed lunch at Liberty Grill on Wednesday, January 15<sup>th</sup>. The month trip/activity took ten (10)

of the Keenagers to *Holy City Brewery* and dinner at *Golden Corral*. The next meeting is scheduled for Wednesday, February 5<sup>th</sup>.

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

The next Kid's Night Out activity is scheduled for Friday, June 6<sup>th</sup>. Activity is advertised on [www.iop.net](http://www.iop.net) and will be included in the Summer 2014 Activity Guide.

### **Lil Sports Fit**

Five (5) children participated in the Lil Sports Fit activity on Friday, January 10<sup>th</sup>. The next activity is scheduled for Friday, February 7<sup>th</sup>, and children 3 years old are exposed to sports in a fun atmosphere. Corinne Enright, Instructor.

### **Line Dancing**

Six (6) women have been attending line dancing that is held on the 1<sup>st</sup> and 3<sup>rd</sup> Friday of the month at 10:00 a.m. – 12:00 p.m. Classes are free and open to everyone who enjoys dancing. Classes are instructed by students.

### **Little Lotus Yoga**

The next session of Little Lotus Yoga is scheduled for February 19<sup>th</sup> – March 26<sup>th</sup> from 12:30 p.m. – 1:15 p.m. Jennifer Rogers, Instructor.

### **Mah Jongg**

Eight (8) people participated in Mah Jongg during the month of January. The activity is held on Mondays at noon in the Magnolia Room.

### **Middle School Dance**

Three hundred and eleven (311) middle school students attended the Middle School Dance held on Friday, January 10<sup>th</sup>. Middle school students danced, played on the inflatables and socialized from 7:00 p.m. – 9:30 p.m. The next dance is scheduled for Friday, March 21st and is \$5 at the door. DJ, jump castles and concessions will be provided for participants. The dance is supervised by Recreation staff with the support of the Police and Fire Departments.

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

Thirty-nine (39) participated in the toddler and parent play group that meets on the second Wednesday of the month from 9:30 a.m. – 11:00 a.m. Seventeen (17) parents and twenty-two (22) children from the Charleston area attended; the program is free and open to children 3 years and under.

### **Mommy & Me Yoga**

No one has participated in the January Mommy & Me Yoga. The next class is scheduled for Tuesday, February 18<sup>th</sup> at 9:30 a.m. Participants need to pre-register for activity. Jennifer Rogers, Instructor.

### **School's Out Activity**

Activities were scheduled for January 2<sup>nd</sup>, January 3<sup>rd</sup>, January 16<sup>th</sup> and January 17<sup>th</sup>. Children participated with staff for fun games and relays.

January 2<sup>nd</sup> – Basketball - sixteen (16) children participated.

January 3<sup>rd</sup> - Relays, Tag & Dodgeball - twenty (20) children participated.

January 16<sup>th</sup> - Basketball & Relays - twelve (12) children participated.

January 17<sup>th</sup> - Dodgeball - twenty (20) children participated.

The next scheduled School's Out Activity will be held on Monday, February 17<sup>th</sup>. Activities are supervised by Recreation Staff.

### **Semi-Personal Training**

January: 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**

January: Fifteen (15) seniors have been participating in the class. Five (5) participants paid for the session, and all others are participating by the class. Classes are held on Tuesdays and Thursdays at 3:00 p.m. – 4:00 p.m.; the session is \$35 per month or a \$5 drop-in Fee. Judy Fischer, Instructor.

### **Tae Kwon Do**

Youth Participation: January: Six (6) children have been participating in the youth classes held on Saturdays in the gym at 9:00 a.m. Participants can join the class at anytime.

Adult Participation: January: Eleven (11) adults have been participating in classes offered Saturdays in the gym from 11:00 a.m. to 12:00 noon, Wednesdays in the gym from 7:00 p.m. to 8:30 p.m., and Mondays in the Magnolia Room from 6:30 p.m. to 7:30 p.m. Adults can join classes at any time.

Two (2) new Tae Kwon Do classes started in January 2014. A family class will allow parents to participate with their children on Saturday mornings; adult participants will also be able to join in the Monday and Wednesday evening classes. Senior Tae Kwon Do will also be offered on Saturday mornings; classes will be geared to geriatric participants working to improved strength and balance. The senior class will be taught by board certified geriatrics physician Dr. John Emmel and Debbie Gessert will assist.

### **Tai Chi/Qigong**

Four (4) people have been participating in the Tai Chi classes held on Tuesdays at 11:00 a.m. in the Palmetto Room. The class has a \$10 walk-in fee. Connie Cossetti, Instructor.

### **Tennis**

Tiny Tennis January: Ten (10) 3-4 year olds are participating in the tennis program. Due to the popularity of the program, the class has been split into two (2) classes that are held on Mondays and Thursdays from 4:00 p.m. – 4:30 p.m. and 4:30 p.m. – 5:00 p.m.

Youth Tennis - Beginner Class: Ten (10) 5-8 year olds are participating in the youth beginner tennis classes that are held on Mondays and Thursdays from 5:00 p.m. – 6:00 p.m.

Youth Tennis - Intermediate Class: Seven (7) 8 -10 year olds are participating in the more advanced tennis class. Classes are held on Mondays and Thursdays from 6:00 p.m. – 7:00 p.m. Corinne Enright, Instructor.

### **Tiny Tots 3-year old Pre-K program**

The 3 year old pre-K program is full with ten (10) participants enrolled Monday - Friday. Classes are held August – May at 9:00 a.m. – 12:00 p.m. Registration for the 2014-2015 school year began on Monday, January 13<sup>th</sup> for Isle of Palms' residents and Tuesday, January 21<sup>st</sup> for non-residents. Seven (7) spaces remain available for the three year old program. Cathy Adams, Instructor.

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

January: Fifteen (15) 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.

### **Wellness Workshops**

Nine (9) people participated in the Senior Wellness Workshop dealing with balance and strength held on Thursday, January 16<sup>th</sup>. The next wellness workshop will be held on Thursday, February 20<sup>th</sup> at 2:00 p.m. The workshop will be focused on Flexibility. Judy Fischer, Instructor

### **Writing from Memory**

The next session of Writing from Memory is scheduled to start on Tuesday, February 18<sup>th</sup>. Sara Thomason, Instructor

### **Yoga - Afternoon**

January: Six (6) people participated in the class, and all participants 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: Twelve (12), people participated in the evening yoga classes. Classes are held on Wednesdays at 5:30 p.m. – 6:30 p.m. Jen Schoolfield, Instructor.

### **Yoga – Morning**

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

### **Yoga – Saturday**

January: Eight (8), people participated in the classes held on Saturday mornings from 10:00 a.m. - 11:15 a.m. in the Palmetto Room. Jen Schoolfield, Instructor.



## **Zumba**

**January:** Thirty-four (34) people participated. Participants could attend four (4) classes for \$25 or eight (8) classes for \$50; participants also had the option of paying \$8 per class. Classes were held Mondays and Wednesdays at 6:45 p.m. in the High Tide/Low Tide Room. Dale Ellison, 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.
- 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 and calendar.
- Updated Rec Trac with classes for Winter Activity Guide for January – April 2014.
- Working on Summer 2014 Activity Guide and room schedule to accommodate classes.
- Attended Personnel Committee meeting on January 9<sup>th</sup>.
- Prepared job duties and work folder for maternity leave, anticipated leave to begin in February.

## **SPECIAL EVENTS**

Will McElheny

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

The Annual Doggie Day at the Rec was held on Saturday, February 1<sup>st</sup>. Although the weather did not totally co-operate, *Doggie Day at the Rec* turned out to be a big success with eighty-four (84) participants in the dog contest. Kay Hyman from Charleston Human Society was the MC for the dog show. Dr. Jose Biascoeche offered rabies vaccinations at a nominal cost, and the Isle of Palms' Animal Control officers sold approximately seventy (70) Isle of Palms dog licenses to island residents. Over twelve (12) vendors participated, including rescues and dog-related facilities as noted:

*Hairy Winston*

*Dolittles*

*Camp Bow Wow*

*Island Pet Sitting*

*Island Vet Care*

*Pet Helpers*

*Charleston Animal Society*

*Your Dogs Day-out*

*Puppy Crack*

*Dawg Tired and Cat Naps*

*Star Therapy*

*Shih Tzus*

*In the Dog House*

*Charleston Photo Booth*

### **The Doggie competitions began at 10:00 a.m**

- CUTEST PUPPY ~ 1 year and under Victoria Kasberg – Bella
- MOST ATTRACTIVE ~ 1 year and over Victoria Kasberg – Buddy
- BEST RESCUE ~ Female Cassandra Kuster – Katie
- BEST RESCUE ~ Male Eric Lavender – Bayou
- MYSTERY MUTT ~ Small Breeds – under 40lbs Marty Brown – Riley

- MYSTERY MUTT ~ Large Breeds – over 40lbs      Meg Elam – Daisy
- MOST EAR`RESISTIBLE EARS                              Eunice Logan – Doc
- BEST SMILE    Kiki
- BEST EYES    Jenny Ryan – Hanna
- MOST UNUSUAL BREED                                      Mary Stone – Moki
- BEST COSTUME     Emily Farrow – Jackson
- BEST TRICK    Michael Krause – Bandit

The winner in each of these categories competed in the Best in Show contest at the end of the individual competitions, and the pooch selected **Best In Show was Jackson with Emily Farrow.**

### **Cupids Card Shop**

Cupids Card Shop will be held on Thursday, February 6<sup>th</sup> beginning at 4:00 p.m. The children will be given materials that included ribbon, glitter, stickers, markers and colored pencils to decorate Valentine cards for love ones.

### **Island Gras**

Island Gras will be held on Saturday, March 1<sup>st</sup> from 12:00 p.m. to 4:00 p.m. on Front Beach Isle of Palms. This is another opportunity to promote the Front Beach area of Isle of Palms and provide a fun “Mardi Gras” type event but doing it Isle of Palms style. Similar to the *Holiday Street Festival*, Elizabeth Covington will perform along with other local entertainment. The event will include local food vendors and fun for the whole family.

### **St. Patty’s Craft**

St. Patty’s Craft will be held on Thursday, March 13<sup>th</sup> at 4:00 p.m. for ages 5 – 14 years. Participants will decorate a St. Patty’s bag and will go on a hunt to collect gold coins. This is the third year for this event.

### **Egg-cellent Craft**

Egg-cellent Craft will be held on Thursday, April 17<sup>th</sup> beginning at 10:00 a.m. The children will dye and decorate Easter Eggs. All materials will be provided, and this event 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, April 19<sup>th</sup> beginning at 10:00 a.m. Sharp! 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 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 will stuff Easter candy bags at their March meeting. Approximately nine hundred (900) 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, March 29<sup>th</sup>, beginning at 8:00 a.m. Fifty (50) spaces will be available and set up along Hartnett Boulevard from 27<sup>th</sup> to 29<sup>th</sup> Avenues; registration began January 1<sup>st</sup>. Advertising for this event will appear in *ThePost and Courier* two (2) weeks prior to the event, on the City information boards and in the City's E-newsletter. Goodwill Industries will be available to collect any unwanted items.

## **COMMUNITY SPECIALIST**

By Laura Togami

### **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.
- Participated in staff meeting.
- 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 all of our accommodations and programs that are available.
- Monitored coffee station for refills and clean up as needed.
- Assisted with updating and maintaining the Recreation portion of the City website.

### **Other Duties**

- 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.
- Completed housekeeping duties when supervisor was unavailable.
- Updated Gymnasium/Cardio Room bulletin boards with upcoming classes/event flyers.
- Created and updated activity flyers for the media center.
- Contacted class participants to let them know about changes in class schedules.
- Called "Keenagers" to notify them of January's meeting date, etc.

### **Most Frequently Asked Questions**

"Do you have a weight room?"

"Is there open gym today? What times?"

"Is the Cardio Room Open? What times?"

### **Most Frequent Unsolicited Comments**

“This is a very nice/clean facility!”

### **Front Desk Summary: Monday – Friday**

Cardio Room Usage: 158	Open Gym Participants
Phone Calls: 226	Residents: 53
Walk-Ins: 179	Non-residents: 82

## **PARKS AND GROUNDS MAINTENANCE**

Nick Bako

### **Recreation Building and Activities**

- Completed monthly reports.
- Attended staff meetings.
- Helped set up and break-down for Keenagers, Middle School Dance and other events as needed.
- Painted the walls in the Palmetto and the Magnolia Rooms.
- Helped with the Christmas tree removal and storage from Front Beach.
- Repaired light lens in Gymnasium.
- Realigned and secured ceiling tiles in gym.
- Replaced mini-blinds in the Palmetto/Magnolia Rooms.
- Repaired locking mechanism for wall divider in the Palmetto/Magnolia Room.
- Removed holiday bows from street signs.
- Changed lettering for the marquis boards for upcoming events.
- Painted office/break room and added chair rail along with corner bead.

### **Recreation Grounds**

- Secured signage at the old tennis/ basketball concrete slab.
- Cleaned up debris after storm.
- Trimmed shrubs as needed.
- Added mulch at back entrance door.
- Replaced weatherproof G.F.I covers at the picnic shelter and at west side of building.
- Cleaned “no parking” sign and painted posts at the roundabout.
- Removed graffiti from the east side of new section of building with pressure washer borrowed from Public Works.

### **Playground**

- Weeded inside play area as needed.
- Leveled Mulch as needed in the play area and hammered stakes into border.
- Checked daily for graffiti.

### **Basketball and Tennis Courts**

- Swept and removed debris from courts and around the large tree.
- Replaced basketball nets as needed.
- Replaced Rol-Dri handle.
- Reinforced the Rol-Dri handle for better strength.
- Repaired bottom of tennis net starting to fray.
- Re-wire-tied netting on basketball court as needed.
- Re-wire tied windscreen after windstorm as needed.

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

- Painted over graffiti outside of the dugout.
- Installed batting cage and “L” screen for upcoming season.
- Set up baseball registration sign at entrance front roundabout.

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

- Picked up trash and treated fire ant beds.

### **Soccer Field**

- Checked irrigation system.
- Picked up trash and debris
- Secured irrigation system for cold weather.

### **Bark Park**

- Filled holes as needed and replenished “doggie scoops” on a regular basis.
- Filled large holes in the park with clay/sand/dirt.
- Rebuilt scooper dispensers.
- Installed pamphlet box for event and activity flyers.

### **Multi-purpose Field**

- Picked up debris and maintained as needed.
- Replaced outdoor GFI outlet cover.
- Filled areas with topsoil as needed in the batting cage and leveled same

### **Equipment**

- Washed truck and golf cart.
- Replaced wiper blades on truck.
- Reinserted pins for loader on the John Deere tractor.
- Replaced John Deere tractor seat.
- Straightened and lubed “C” clamps for the Christmas tree to ready for next year.

## **PARKS & FACILITIES**

Shelia Redmon

### **Housekeeping**

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

### **Facility Preparations**

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

### **Interior Maintenance**

- Serviced, lubricated and cleaned Cardio Room equipment.
- Unclogged toilets and drains as needed.
- Re-tightened hardware throughout all restrooms.
- Replaced light bulbs and ballasts as needed.
- Removed air pockets from underneath the High/Low Tide floor.
- Adjusted panels of the bi-fold dividing wall for the Magnolia/Palmetto Rooms.
- Cleaned crevices to adjust gaps in the floating floor in Magnolia/Palmetto Rooms.
- Cleaned HVAC air intake grids in Magnolia/Palmetto Rooms.
- Cleaned pre-school and office restroom exhaust vent fans.
- Deep cleaned both pre-school rooms during holiday break.
- Contacted Charleston Fitness Equipment regarding design defect damage on treadmill handles.
- Cleaned and reorganized gym upstairs storage rooms.

### **Exterior Maintenance**

- Inspected equipment, collected lost & found items and removed debris around the playground.
- 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.

## **OPERATIONS**

**Overtime:**

**January**

10 hours of overtime

Youth Basketball, co-ed Volleyball, Middle School Dance and several employees out on sick leave or maternity leave. Staff came in during Ice storm to check for damages on the building and grounds

**Building was available in March for 306 hours.**

**Closed 37 hours for Ice Storm.**