



**RECREATION DEPARTMENT
MONTHLY REPORT
FEBRUARY
2011**

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

PROGRAMS & ACTIVITIES

Karrie Ferrell

Auditions/ Acting

Seventeen (17) people are enrolled in acting classes since the Youth and Adult classes were combined. Two (2) adults are participating with fifteen (15) youth. Classes are held Wednesdays at 6:30 p.m. in the Magnolia/Palmetto Room. The class will hold a performance on Friday, March 4th at 6:30 p.m.

Peter Pan auditions will be held on Tuesday, March 22nd. Individuals wishing to audition should register at the IOP Recreation Department. Jimmy Ward, Director.

Babysitting Course

The next babysitting class will be held on Saturday, May 7th. Instructor, American Red Cross.

Ballet

Six (6) people are enrolled in the ballet session that started on January 24th; classes are held on Mondays at 12:30 p.m. in the High Tide/Low Tide room. The next session of ballet is scheduled for Monday, March 28th. Kim Chesley-Breland, Instructor.

Dog Obedience

Kinderpuppy January 24th

Nine (9) people are registered for the Kinderpuppy class. Classes are held on Mondays at 6:30 p.m. in the gymnasium. The next session of Kinderpuppy is scheduled to begin on Monday, March 14th. Three (3) people are enrolled for the upcoming session.

Companion Dog Obedience

Nine (9) people are registered for the Companion Dog class. Class will begin on Monday, January 24th at 7:30 p.m. The next session of Companion class is scheduled to start March 14th; presently with two (2) people have enrolled. Susan Marrett, Instructor.

Evening Yoga

February: Twelve (12) people participated in the yoga class; three (3) people paid for the month, and all other participants paid by the class. Classes are held on Monday and Wednesday at 5:30 p.m. in the High Tide/Low Tide Room. Jen Schoolfield, Instructor.

Gather Knit & Stitch

February: Eight (8) participants took part in the Gather Knit & Stitch program which is held on Mondays from 10:00 a.m. – 11:30 a.m. in the Lobby.

Guitar Lessons

February: Three (3) people are enrolled in guitar lessons that are scheduled for Tuesdays at 4:15 p.m. for ages 8-12 and at 5:15 p.m. for 13 years and older. Lee Archer, Instructor.

Gymnastics/Tumbling

February: Thirteen (13) are enrolled in the new session of gymnastics that started on Tuesday, February 15th. Classes are held at 3:30 p.m. in the Palmetto Room. Tricha Tapio, Instructor.

Hip Hop: Ages 5 -12

Eight (8) people are participating in the new session Youth Hip Hop class that started Tuesday, February 15th. Classes are held at 6:15 p.m. in the High Tide/Low Tide Room. Emily Self, Instructor

Hip Hop Fitness

Hip Hop Fitness is a hour and fifteen minute dance workout. The class begins with a warm-up and continues with learning dance-moves to songs. Thirty-two (32) people have participated in the class. Classes are held on Thursdays at 7:00 p.m. in the High Tide/Low Tide Room. Angel Roberts, Instructor

Hoops & Hoop Basics

Four (4) people are participating in the session that began Tuesday, February 22nd. Classes are held at 6:00 p.m. in the Magnolia Room.

The Youth Class has been cancelled due to lack of participation; it was scheduled for Tuesdays at 5:00 p.m. Alicia Borrelli, Instructor

Hunter Education

South Carolina Department of Natural Resources' Hunter Education was scheduled for Monday, February 21st at 10:00 a.m. Class was cancelled due to lack of participation. SCDNR, Instructor.

Jump Start

2011-2012 Jump Start registration began in January; participants must be four years old by September 1, 2011. Six (6) children have registered for the Monday/ Wednesday/ Friday classes; two (2) people have registered for the Tuesday/Thursday classes. Registration will continue until all spaces are full, and the maximum participation is ten (10) students per class. The Jump Start school calendar parallels the Charleston County School calendar and City of Isle of Palms holiday calendar. Robin Lee, Instructor.

Keenagers

February: Fifty-six (56) members attended a potluck lunch in February; Charles Dieckmann, Keenager member since September 2010, dressed in costume and brought Abraham Lincoln back to life. Twenty-one (21) attended Lunch Bunch at Zeus; fourteen (14) members participated in a trip to Irvin House Vineyard on Wadmalaw Island on February, 16th. The next Keenager meeting is scheduled for March 2, 2011.

Kensington Etiquette: Ages 4-5 & 6-12

Four (4) people are enrolled in the etiquette class scheduled for March 2nd at 4:00 p.m. Participants will learn basic manners and conversational skills in a fun and interesting way. The six (6) week course is held on Wednesdays in the Magnolia Room. Kensington Etiquette of Charleston, Instructor.

Middle School Dance

Two hundred forty (240) middle school children attended the dance on Friday, February 18th. The first one hundred fifty (150) received glow sticks. Other Brother Entertainment provided the DJ, and Charleston Jump Castles provided two (2) jump castles. The next dance is scheduled for May 13th at 7:00 p.m. Dance is \$5 at the door.

Mah Jongg

Seven (7) people played in the month of February. Mah Jongg is scheduled for Mondays from 12:30 p.m. - 3:00 p.m. Participants supply materials for this activity.

Mommy & Me

February 9th approximately ten (10) mommies and children gathered, socialized and played. Mommy & Me is held on the 2nd Wednesday of the month at 9:30 a.m. - 11:00 a.m. in the Palmetto Room.

Salsa

The next session of Salsa is scheduled to begin March 3rd; classes are held on Thursdays at 7:30 p.m. in the Magnolia Room. Lorie Sienna, Instructor.

Saturday Yoga

February: Nine (9) people have been participating in the Saturday class that meets from 10:00 a.m. - 11:15 a.m. in the High Tide/Low Tide rooms. Jen Schoolfield, Instructor.

School's Out Activities

Monday, February 21st: Basketball day had fourteen (14) participants; participants ran dribbling and running relays, as well as knock out and short-sided games. The next School's Out activity is scheduled for Monday, March 21st at 1:00 p.m. Activities are free and supervised by Recreation staff.

Semi-Personal Training

February: Six (6) people are participating in the evening semi-personal training classes held on Tuesdays and Thursdays at 5:30 p.m. Two (2) people are enrolled in the morning classes held on Tuesdays and Thursdays at 10:30 a.m. This fitness class is an educational/fitness class that will help with goal setting, motivational strategies and skills to create a healthier lifestyle; it begins with a 10-minute health-talk followed by a 50-minute sweat session. The next session will begin March 1st. Geri D'Italia, Instructor.

Senior Aerobics

February: Twenty-five (25) people have been participating in the senior aerobics class. Class is open to all levels of exercise and is offered at the nominal fee of \$5 per class or \$30 for the month. Classes are held on Tuesdays and Thursdays from 3:00 p.m. – 4:00 p.m. Judy Fischer, Instructor.

Senior Exercise

February: Sixty-two (62) active seniors participated in the classes that continue to have a waiting list; classes are held on Mondays, Wednesdays & Fridays at 3:00 p.m. in the High Tide/Low Tide rooms. Judy Fischer, Instructor.

Tae Kwon Do

Youth February: Eighteen (18) participants attended youth Tae Kwon Do offered Saturdays in the Gym at 9:00 a.m. New participants can join the youth class in January, June and September.

Adult February: Thirty-nine (39) participated in the adult class offered Saturdays in the Gym from 11:00 a.m. to 12:00 noon, Wednesdays in the gym from 7:00 p.m. to 9:45 p.m., and Mondays in the Magnolia Room from 6:30 p.m. to 7:30pm. Adults can join class anytime. Dr. Jack Emmel, Instructor.

Tennis

No classes are scheduled at this time, but resume in the spring. Corinne Enright, Instructor.

Tiny Tots

The Tiny Tots program is full with seven (7) participants in class. Enrollment for the 2011-2012 school year is closed. Both the Monday/Wednesday/Friday and the Tuesday/Thursday classes are full with seven (7) participants, and a waitlist for the 2011-2012 school year has begun. Cathy Adams, Instructor.

Total Body Challenge (TBC)

February: Fifteen (15) people participated in the group fitness 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

February: Ten (10) people have been participating in yoga classes held on Tuesdays and Thursdays in the High Tide/Low Tide rooms from 12:30 p.m. – 2:00 p.m. Pat Boyd, Instructor.

Zumba

Fifty (50) ladies participated in the Zumba class for February. Twenty (20) participants have paid for the session while all other participants are paying by the class. Participants can buy four (4) classes for \$25 or eight (8) classes for \$50; participants also have the option of paying \$8 per class. Classes are held Mondays and Wednesdays at 6:45 p.m. in the High Tide/Low Tide room. Dale Ellison, Instructor.

Wellness Program

February Fitness: William Seabrook won the Fitness Miles drawing for January; employees will be asked to turn in their February Fitness Miles by Tuesday, March 8th. Softball is the employee game-of-the-month; creative games of softball will be played on February 24th at 3:00 p.m. The Lunch and Learn sessions have been renamed the Wellness Connection and will be opened to all island residents. East Cooper Medical Center provides physicians and personnel to discuss and answer questions concerning healthy living, fitness, wellness and preventative maintenance for our bodies. The next Wellness Connection is scheduled for Wednesday, March 23rd at 12:15 p.m. at the Recreation Department; Dr. Harper from Allergy & Asthma Consultants will discuss seasonal allergies and answer questions.

Kickball will be the employee activity for March, and the wellness newsletter will be distributed on March 28th.

Writing Your Memoirs

Fifteen (15) people are enrolled in the Writing Memoirs class. Class will work together to create stories and put them into a book by the end of the session. The memoirs class will hold a public reading on Friday, March 18th at 6:30 p.m. Tonya McGue, Instructor.

Miscellaneous Work:

- Created employee schedules.
- Met with staff and part-time employees.
- Conducted daily employee shift change meetings.
- Made weekly deposits for Recreation Department.
- Sent *The Island Eye News* Recreation pictures and information, when requested.
- Updated website.
- Assisted with front desk duties and class check-ins.
- Rec Trac system upgrades and maintenance work.
- Vending services for maintenance and refills.
- Weekly Public Service Announcement for local newspapers.
- Training of front desk staff, Community Specialist and Evening Attendant.
- Working on new classes and activity Guide for Summer.

ATHLETICS

Ben Hull

Co-Ed Volleyball

Seven (7) teams are participating in the Co-Ed Volleyball League. Games are being played on Tuesday nights and Sunday afternoons; regular season games began on Tuesday, January 4th. The regular season concluded on February 22nd and was followed by a double elimination postseason tournament. Reds Icehouse, captained by Corin Elg, is currently in first place with an 8-1 record; Windjammer, captained by Gina Keller, is in second place with an 8-3 record. The Regular season champions will receive t-shirts. Games are officiated by Lowcountry Officials, and staff is on-site to keep score.

Adult Spring Softball

Registration for Spring Softball was held January 31st - February 25th. Currently, four (4) teams have committed to play in the league; the registration fee is \$425 per team, and the league is limited to twelve (12) teams. The captains' meeting will be held on Wednesday, March 2nd at 5:45 p.m. Games are tentatively scheduled to begin on Monday, March 14th 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 was held January 31st – February 25th; currently, six (6) teams have committed to play in the league. The registration fee is \$60 per team, and the league is limited to twelve (12) teams. The captains' meeting will be held on Wednesday, March 2nd at 5:15 p.m. Games will be played on Thursday evenings beginning Thursday, March 17th. Regular season and post-season champions will receive t-shirts. Games are officiated by the players, while a Recreation staff member is on-site to keep score.

First Pitch Half Rubber Tournament

The First Pitch IOP Half Rubber Tournament is scheduled for Saturday, March 26th and Sunday, March 27th, if needed. Play will stop at 10:00 p.m. on Saturday and resume Sunday morning at 8:00 a.m. The captains' meeting/check-in will begin at 7:30 a.m. on Saturday, 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.

13th Annual Half Rubber Tournament

The 13th Annual Half Rubber Tournament is scheduled for Saturday, August 20th and Sunday, August 21st 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, and teams may consist of 3 or 4 players. Sponsors for the tournament are being solicited for 1st, 2nd and 3rd place winners. Information concerning the tournament can be found on the City's website.

Youth Sports

5/6 Basketball

Six (6) teams with a total of forty (40) players participated in the season that began on Tuesday, January 4th. The final game of the season was held on Tuesday, February 8th. Games were officiated by the coaches, and no scores or league standings were kept. A Recreation staff member was on-site to supervise league games and practices. All participants received trophies for their participation.

7/8 Basketball

Four (4) teams participated with a total of thirty-five (35) players in this league that began on Wednesday, January 5th. The final game of the season was held on Wednesday, February 16th. Games were officiated by Lowcountry Officials; score was kept, but league standings were not kept. A Recreation staff member was on-site to supervise league games and practices. All participants received trophies for their participation.

9/10 Basketball

The 9/10 year-old basketball season began on Thursday, January 6th with four (4) teams participating and a total of thirty-one (31) players. The season ended on Thursday, February 17th with a single elimination tournament following. Windjammer, coached by Randy Sheets, was the regular season champion. Dunes Properties, coached by Mark Mitchell, was the regular season runners-up. Two all-star teams comprised of seven (7) players will play in the 9/10yr old IOP all-star game held on Thursday, March 3 at 5:30 p.m. Regular season and post-season runner-ups and champions received trophies. Lowcountry Officials provide referees for the games while Recreation staff is on-site to keep score.

11/12 Basketball

There are four (4) teams participating with a total of twenty-eight (28) players in this league that began on Thursday, January 7th. The final game of the regular season was played on Saturday, February 19th followed by a single elimination tournament. Two all-star teams comprised of seven (7) players will play in the 11/12yr old IOP all-star game held on Thursday, March 3 at 6:30 p.m. 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:	40	Isle of Palms: 21	Non Residents: 19
7/8 Yth Basketball Total:	35	Isle of Palms: 25	Non Residents: 10
9/10 Yth Basketball Total:	31	Isle of Palms: 21	Non Residents: 10
11/12 Yth Basketball Total:	28	Isle of Palms: 21	Non Residents: 7

Baseball

Registration for baseball was held January 18th – February 11th for Isle of Palms residents; open registration began Monday, January 24th and ended February 11th. Mandatory player/parent meetings are scheduled for Tuesday, March 1st. The Fast Start meeting will begin at 5:30 p.m.; the T-Ball, Machine Pitch and Youth Baseball meeting will begin at 6:45 p.m. Every team leader and coach will receive a packet containing 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 5th. 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 Wednesday, February 23rd 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 9th. Sponsors and coaches are being finalized. Coaches will umpire the games; no scores or league standings will be kept. All participants will receive a trophy.

Machine Pitch (7 & 8 year olds)

A coaches' meeting is scheduled for Wednesday, February 23rd 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 10th. Sponsors and coaches are being finalized. Coaches will umpire the games; no scores or league standings will be kept. All participants will receive a trophy.

Youth Baseball (9 – 12 years old)

The skill evaluation/coaches' meeting will be held on Wednesday, February 23rd at 6:00 p.m. Practices will be held through March, and games are set to kick off Tuesday, April 5th. Sponsors and coaches are being finalized. Regular season runners-up and champions will receive trophies. Postseason 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 February 18, 2011)

Fast Start Baseball	Total: 42	Isle of Palms: 15	Non Residents: 27
5/6 T-Ball	Total: 50	Isle of Palms: 27	Non Residents: 23
7/8 Machine Pitch	Total: 35	Isle of Palms: 15	Non Residents: 20
9/12 Cal Ripken	Total: 43	Isle of Palms: 35	Non Residents: 8

Friday Night Hoops

Friday Night Hoops is an opportunity for youths ages 7–12 years to participate in a basketball clinic where Scottie Frier and Recreation staff supervise, instruct and play from 6:00 p.m. – 8:00 p.m. The most recent Hoops session was offered on February 11th when sixteen (16) players participated and learned the various skills of basketball. The next Friday Night Hoops will be offered on Friday, March 11th. There is a \$10 registration fee per athlete, and all participants receive a shirt, towel, magnet or duffle bag during each session.

Friday Night Hoops Participation:

September 24 th	Session Total:	11	Isle of Palms:	8	Non Residents:	3
October 5 th	Session Total:	6	Isle of Palms:	4	Non Residents:	2
October 22 nd	Session Total:	6	Isle of Palms:	6	Non Residents:	0
November 5 th	Session Total:	2	Isle of Palms:	2	Non Residents:	0
November 19 th	Session Total:	17	Isle of Palms:	12	Non Residents:	5
December 3 rd	Session Total:	13	Isle of Palms:	10	Non Residents:	3
December 17 th	Session Total:	4	Isle of Palms:	2	Non Residents:	2
January 7 th	Session Total:	10	Isle of Palms:	7	Non Residents:	3
January 21 st	Session Total:	23	Isle of Palms:	16	Non Residents:	7
February 11 th	Session Total:	16	Isle of Palms:	9	Non Residents:	7

Friday Night Spikes

Friday Night Spikes is an opportunity for youths ages 7–16 years to participate in a volleyball clinic where Laura Togami and Recreation staff supervise, instruct and play from 6:00 p.m. – 8:00 p.m. Teens will learn and improve the fundamentals of volleyball through drills and instruction aimed at developing the whole player. The first session of Friday Night Spikes will be held on Friday, March 4.

SPECIAL EVENTS

Will McElheny

Lowcountry Blues Bash

The Lowcountry Blues Bash was held on Saturday and Sunday, February 5th and 6th. Frankie's Blues Mission, Wanda Johnson & Shrimp City Slim, Planet D Nonet performed on Saturday from 5:00 p.m. to 8:30 p.m. DieDra, Biscuit Miller & The MixDoug, Deming & the Jewel Tones with Dennis Gruenling performed on Sunday from 2:00 p.m. to 5:30 p.m. Over three hundred (300) people attended the show on Saturday and over two hundred (200) hundred attended on Sunday; two hundred eighty (280) tickets were sold for Saturday's performance and one hundred eighty (180) tickets were sold on Sunday.

Cupids Card Shop

Cupids Card Shop was held on February 10th from 4:00 p.m. til 6:00 p.m., and twenty-one (21) children that attended the event. The children were given material that included ribbon, glitter, stickers, markers and color pencils to decorate Valentine cards for love ones.

Upcoming Events

Doggie Day at the Rec

Doggie Day at the Rec is scheduled for Saturday February 26th. Dr. Jose Biascochea will offer rabies vaccinations for \$6.00, as well as other vaccinations. The Isle of Palms' Animal Control Officer will have Isle of Palms dog tags available from 9:00 a.m. until 12:00 p.m. Doggie competitions will begin at 10:00 a.m. in the categories listed below:

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

The winner in each of these categories will vie for **Best in Show** at the end of the individual competitions.

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

Daisy Place, Purely Positive, Island Paw sitting, Palmetto Resort, Star Therapy, Shih Tzus and Furbabies Rescue, Camp Bow Wow, Atwood Photography, Grateful Goldens, Lowcountry Golden Retriever Rescue and Puppy Crack.

Baskets and Bunnies

Baskets and Bunnies will be held Friday, April 22nd starting at 10:00 a.m. This activity is \$5 for residents/non-residents and will be open to twenty (20) participants. Participants will make and decorate Easter Baskets and marshmallow bunnies.

Yard Sale

The Annual Yard Sale is scheduled for Saturday, April 16th, 2011. Fifty (50) spaces are available and will be set up from 27th to 29th Avenues along Hartnett Boulevard, and registration will begin on March 1st. The City of Isle of Palms will have a booth from which to sale items from different departments. Advertising will appear in *The Post and Courier* the two (2) weeks prior to the event, on the City's information boards and the City E-newsletter. Goodwill Industries will be at this year's yard sale collecting unsold items.

Easter Egg Hunt

The Easter Egg Hunt is scheduled for Saturday, April 23rd from 10:00 a.m. to 12:00 p.m. We will have inflatable games from Charleston Jump Castle, pony rides from Lowcountry animals, a face painter, balloon artist and Carvel Ice Cream will be free for participants. The children will have an opportunity to have their picture taken with the Easter Bunny. Four (4) different age divisions will be set-up at the event - 3 & under, 4-6, 7-9, 10-12. The Wando Girls Lacrosse team and Beta Club have volunteered for the event and will hide Easter eggs and pass out candy. Members from the Keenagers group will stuff Easter Bags with candy at their March meeting. Approximately eight hundred (800) children participated in 2010.

Piccolo Spoleto Sand Sculpting Contest

The annual Sand Sculpting Contest will be held on Saturday, May 28th, 2011 at 9:00 a.m. Participation t-shirts are being designed for the contest, and the first 200 people that register will be guaranteed a t-shirt. Previous sponsors and local businesses have been contacted for the 2011 event. Judging will occur in seven (7) categories this year; Children, Young Adult, Family, Adult, Most Creative, Best Architectural and Best in Show.

Camp Summershine

Registration will begin Monday, March 28th at 7:00 a.m. for Isle of Palms residents and Monday, April 11th at 7:00 a.m. for non-residents. At the time of registration, parents will receive a Camp Survival Guide that explains the guidelines for the camp and the items campers need to bring each day throughout the summer. On the first day of camp, 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 2011 summer camp are *Pirate Week*, *Game Show Mania*, *Sweet Treat Week*, *Wet and Wild*, *Dodge this*, *Island Idol* and much more. During those weeks the campers will have the opportunity to go on field trips to Blackbeard's Cove, Splash Zone, and Carolina Ice Palace, and Charleston Jump Castles will come to the Camp.

COMMUNITY SPECIALIST

By Christina Willson

Daily Responsibilities

- Completed opening procedures and reported damages to supervisor.
- Ready 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 and events.
- Assisted the Director and other staff members on a regular basis.
- Prepared purchase orders for staff.
- Participated in daily/weekly staff meetings.
- Reached out to local, visitor and tourism websites and posted our events at no cost on websites and/or television stations, such as:

www.charlestoncvb.com

www.charlestoncitypaper.com

www.leisurefun.net

www.eventful.com

www.discovercharleston.com

www.americantowns.com

www.abcnews4.com

www.live5news.com

Also "Where You Live" from Live 5: <http://sullivansiop.live5news.com/>.

Also "Things to Do" television segment contact from News 2: Jmarthers@wcbd.com.

- Worked in Microsoft Publisher to complete following month's main and room calendars that display daily programs and activities being held.
- Contacted local news outlets for contact information to distribute weekly Public Service Announcements, such as:
ABC News 4- lowcountrylive@abcnews4.com
Live 5 News- allwscdesk@live5news.com
News 2- news@wcbd.com
Fox News Charleston blittlet@sbgnet.com

Other Duties

- Matched invoices & purchase orders and then filed.
- Called Keenagers/Seniors to remind them of the February meetings and activities.
- Called Keenagers/seniors to remind of trip.
- Located and entered special events/newspaper articles into binder.
- Helped to train part-time employees.
- Assisted with Blues Bash event.
- Maintained lost-and-found folder and bins.
- Updated events for Recreation calendar on website.
- Completed and sent out weekly PSA's.
- Created trivia slideshow for Keenagers group.
- Showed first-time visitors around Recreation Center and introduced them to all of the programs that are available.

Most Frequently Asked Questions

When are you getting a pool?

Do you have a weight room?

Most Frequent Unsolicited Comments

"This is a beautiful building"

"Wow, you offer a good amount of programs for seniors"

"Ya'll do a great job at keeping this place looking new"

Front Desk Summary: Monday – Friday **Cardio Room Usage:** 270

Phone Calls:	193	Open Gym Participants
Walk-Ins:	188	Residents: 58
		Non-Residents: 67

PARKS & GROUNDS MAINTENANCE

Nick Bako

Recreation Building and Activities

- Applied spackle to walls in gym as needed and painted.
- Completed monthly reports and inspections.
- Edged flower and plant beds.
- Relocated exterior drain pipe next to gym.
- Repaired handles on the traveler lift equipment.
- Helped set up for Keenagers and Middle School dance.
- Reinstalled lose ceiling panels in gym.
- Caulked cracks on outside of gym area.

- Replaced outside light bulbs, as needed.
- Installed new light lens in gym light fixture.
- Re-painted the hallway and lobby.
- Adjusted and lubricated lock at entrance to upper storage room.
-

Recreation Grounds

- Painted new yellow safety lines at entrance to the building next to shower.
- Filled areas of the soccer field as needed with a soil mix.
- Hammered nails back into place around the playground border.
- Fertilized sago palms around building.
- Installed wire ties at fence by the tennis courts.
- Washed trash barrels at the picnic area.
- Moved restroom sign at playground area.
- Moved HANDICAP PARKING sign closer to light fixture.
- Moved NO PARKING sign.
- Installed safety tape on conduit junction boxes for safety when mowing.

Playground

- Leveled play area as needed.
- Weeded inside play area as needed.

Basketball and Tennis Courts

- Swept and removed debris from courts after stormy weather.
- Edged both basketball and shuffleboard courts.

Baseball (Scalise) Field

- Painted a set of tables and seating for the scorekeepers upcoming season.
- Removed old and installed new, home plate and pitcher's rubber.

Softball (Clarkin) Field

- Secured fencing at the outer edge of the field with fence ties.
- Painted a set of tables and seating for the scorekeepers upcoming season.

Soccer Field

- Filled areas as needed for upcoming season.

Bark Park

- Filled holes as needed and replenish Doggie Scoops.

Multi-purpose Field

- Picked up debris and maintained as needed.

Equipment

- Washed truck and golf cart.
- Tightened oil lines on the Z-Master mower.

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.

Facility Preparations

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

Interior Maintenance

- Serviced and cleaned Cardio room equipment.
- Unclogged toilets and drains as needed.
- Replaced light bulbs and ballast as needed.
- Touch-up paint throughout Recreation facility.
- Contacted Palmetto Fitness Repair for cardio equipment repair estimate.
- Straightened and re-hung expansion main hall ceiling planks and insulation.

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 refill gym heater gas tank.
- Supervised Berkeley Heating & Air Conditioning during installation of new heat pump in Cardio Room.
- Discussed replacement, repair and maintenance with cardio equipment representatives.

OPERATIONS

Employee Overtime

February 4 hours

Keenager field trip, School's out activities, basketball and volleyball games, Cupid's Card Shoppe and training new employees.

Information Boards

	# times boards were changed	Amount of time
September	9	8 hours 55 minutes
October	8	5 hours 45 minutes
November	7	5 hours 55 minutes
December	5	4 hours 20 minutes
January	7	5 hours 40 minutes
February	5	3 hours 10 minutes