



RECREATION DEPARTMENT MONTHLY REPORT NOVEMBER & DECEMBER 2012

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

ATHLETICS

Ben Hull

Adult Sports

Adult Fall 3 on 3 Basketball

Ten (10) teams participated in the Adult 3-on-3 Basketball League. Games were played on Tuesday evenings; the regular season started on Tuesday, September 18th and ran through Tuesday, November 13th. Chem South, coached by Mark Beck, finished the regular season in first place, and J and S Construction, coached by Shands Jennings, finished the regular season in second place. A single-elimination tournament followed the regular season on Tuesday, November 20th. Chem South won the tournament championship on Tuesday, November 27th, and received championship t-shirts. Teams called their own fouls, but score and time was kept by Recreation staff.

Adult Fall Table Tennis Singles League

Ten (10) players participated in the league. Games were played on Tuesdays from 10:20 a.m. – 12:00 p.m. The season started on Tuesday, September 18th, and the final, regular season game was held Tuesday, November 13th. Table One was set up for league matches; Table Two was set up for anyone wanting to get a league pickup game. Ted Kinghorn won the regular season with a 9-0 record. A double-elimination tournament was held on Tuesday, November 20th; Ted Kinghorn won the post-season tournament and received a champion's t-shirt. Games and scores were kept and recorded by the players and Recreation staff.

Adult Fall 6 vs 6 Soccer

Five (5) teams participated in the Adult 6 vs 6 Soccer League. Games were played on Tuesday evenings. The season started Tuesday, September 18th, and the final, regular season game was played on November 20th. El Guapos won the regular season; Real Miraflores finished close behind in second place. A single-elimination tournament followed the regular season that started on Tuesday, November 27th; El Guapos won the tournament and received championship t-shirts. Games were officiated by Joey Gorman or Jay Frye, while a Recreation staff member was on-site to record the outcome of the match.

Adult Winter CO-ED Volleyball

Eight (8) teams registered to play in the Winter Adult Volleyball League. Games are played on Sunday afternoons and Tuesday evenings; league practices are scheduled on Tuesdays and Sundays through the month of December. The regular season league will begin on Sunday, January 8 and run through Tuesday, March 12th. A double-elimination tournament will follow the regular season. Staff is onsite to keep the scores and supervise the gym. Regular and post-season champions will receive shirts. Margo Shisler and Alexis Glover will officiate games.

First Pitch Half Rubber Tournament

The First Pitch IOP Half Rubber Tournament is scheduled for Saturday, March 23rd and Sunday, March 24th, if needed. Lights will be turned off at 10:00 p.m. sharp on Saturday. The Captain's Meeting/Check-in will begin at 7:30 a.m., and games will begin at 8:00 a.m. The registration fee is \$20 per person; teams will 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

Registration was held October 15th to November 9th; the registration fee was \$30 for residents and \$35 for non-residents. The Coach's Meeting was held Wednesday, November 14th at 5:00 p.m. where coaches received all of the season information. The mandatory parent/player meeting was held on Wednesday, November 27th at 5:00 p.m. Parents received season packets and met with coaches to go over league information. The season will start on Monday, January 7th. Picture Day is scheduled for Tuesday, January 15th. No scores or league standings will be kept, and all participants will receive a trophy at the end of the season.

7/8 Basketball

Registration was held October 15th to November 9th; the registration fee was \$30 for residents and \$35 for non-residents. The Coach's Meeting was held Wednesday, November 14th at 5:20 p.m. where coaches received season information. The mandatory parent/player meeting was held on Wednesday, November 27th at 5:00 p.m., and parents received season packets and met with coaches to go over league information. The season will start on Wednesday, January 9th, and Picture Day is scheduled for Tuesday, January 15th. Scores will be kept; however, league standings will not be kept. Participants will receive a trophy at the end of the season. Lowcountry Officials will officiate the games with Recreation staff is onsite to keep score.

9/10 Basketball

Registration was held October 15th to November 9th; the registration fee was \$30 for residents and \$35 for non-residents. The skill evaluation was held Tuesday, November 13th at 5:00 p.m. and was followed by a coach draft. The mandatory parent/player meeting was held on Wednesday, November 27th at 5:00 p.m.; parents received season packets and met with coaches to go over league information. The season will start on Thursday, January 10th, and Picture Day is scheduled for Tuesday, January 15th. Scores and league standings will be kept, and regular season champions and runners-up will receive trophies at the end of the season. A single-elimination, post-season tournament will follow the regular season, and post-season champions and runners-up will receive plaques. Lowcountry Officials and Joey Gorman will officiate the games while Recreation staff is onsite to keep score and the books.

11/14 Basketball

Registration was held October 15th to November 9th; the registration fee was \$30 for residents and \$35 for non-residents. The skill evaluation was held Tuesday, November 13th at 6:15p.m., and was followed by a coach draft. The mandatory parent/player meeting was held on

Wednesday, November 27th at 5:00 p.m.; parents received season packets and met with coaches to go over league information. The season will start on Thursday, January 10th, and Picture Day is scheduled for Tuesday, January 15th. Scores and league standings will be kept, and regular season champions and runners-up will receive trophies at the end of the season. A single-elimination, post-season tournament will follow the regular season, and post-season champions and runners-up will receive plaques. Lowcountry Officials officiate and Joey Gorman the games while Recreation staff is onsite to keep score and the books.

Basketball Registration: (as of 12/14/12)

5/6 Yth Basketball Total:	29	Isle of Palms:	13	Non-Residents:	16
7/8 Yth Basketball Total:	48	Isle of Palms:	32	Non-Residents:	16
9/10 Yth Basketball Total:	35	Isle of Palms:	25	Non-Residents:	10
11/14 Yth Basketball Total:	36	Isle of Palms:	25	Non-Residents:	11

Rising Stars Basketball Clinic

This instructional youth basketball clinic was held Monday, December 3rd at 5:00 p.m. Thirty nine (39) players and coaches participated in this clinic. This basketball clinic focused on coaching techniques, as well as enhancing individual skills of each participant. Coaches were given a packet that included multiple ideas, plays and a practice schedule.

Basketball Free Throw Tournament

The youth basketball free throw competition is scheduled for Friday, January 4th at 5:00 p.m. This is a free event held for children ages 7-14 years old. Participants will be divided into three (3) age groups, and each winner will receive an award.

Basketball 3 Point Shootout

The youth basketball 3 point shootout is scheduled for Friday, January 4th at 5:45 p.m. This event is free of charge and held for children ages 9-14 years old. Participants will be divided into two (2) age groups, and each winner will receive an award.

Spike Nights

Spike Nights is 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; the fee is \$40 for IOP residents and \$45 for non-residents. The next session will be held March 2013 due to the limited gym space during the youth basketball season.

Spike Nights Participants:

October 4 th – 25 th	5pm Session Total:	5	Isle of Palms:	3	Non-Residents:	2
October 4 th – 25 th	6pm Session Total:	11	Isle of Palms:	1	Non-Residents:	10
November 1 st – 29 th	5pm Session Total:	4	Isle of Palms:	3	Non-Residents:	1
November 1 st – 29 th	6pm Session Total:	12	Isle of Palms:	1	Non-Residents:	11

Youth Dodgeball Pick-Up Games

Games are scheduled once a month on Wednesdays from 4:00- 5:00 p.m. This is geared for children 7-12 years old and is free to participants. Children can sign up in advance or just show

up to play; games are played in the IOP gymnasium. The most recent pick-up games were held November 7th with ten (10) children participating, and the next session will be on Wednesday, March 13th, 2013. Two (2) Recreation staff members are on-site to supervise these games.

Dodgeball Pick Up Games Participation:

September 19th Session Total: 15
October 17th Session Total: 9
November 7th Session Total: 10

PROGRAMS AND CLASSES

Karrie Ferrell

Babysitting Course

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

Ballet

The next session of Ballet is scheduled to begin Monday, January 7th at 12:30 p.m.; classes will be held in the High Tide/Low Tide Room. Kim Chesley-Breland, Instructor.

Boater Education

The next Boater Education class will be held Friday, January 18, 2013. The class will be open to City of Isle of Palms, Mt. Pleasant and Charleston County employees. It will be instructed by Department of Natural Resources.

BOSU Training

Wednesday/Friday 10:30 a.m. – 11:30 a.m. November: Nine (9) participants paid by the class.
December: Cancelled due to a lack of participation; classes will resume in January.

Monday/Wednesday 4:15 p.m. – 5:15 p.m. November: Five (5) people all paid by the class.
December: Cancelled due to a lack of participation; classes will resume in January.

Monday/Wednesday 5:30 p.m. – 6:30 p.m. November: Four people (4) paid by the class.
December: Four people (4) paid by the class.

Saturdays 9:30 a.m. – 10:30 a.m.: Cancelled due to a lack of participation; classes will resume in January. Classes are \$64 for Isle of Palms residents and \$69 for non-residents, or there is a \$10 walk-in fee. Isle of Palms' employees can take the class for free as a part of the Employee Wellness Program. Jeromy Miller, Instructor.

Coffee Corner

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

Dog Obedience

Kinderpuppy: October 29th

Eight (8) people participated in the most recent session of Kinderpuppy that ended on Monday, December 17th. The next session is scheduled to begin Monday, January 7th at 6:30 p.m., and six (6) people are registered for class.

Intro to Nosework: October 29th

Seven (7) people participated in the session of Introduction to Nosework class that ended on Monday, December 10th.

Just the Basics: January 7th

Classes are scheduled to start Monday, January 7th at 6:30 p.m., and currently one (1) person is registered. Susan Marett, Instructor.

Gather Knit & Stitch

November and December: Eight (8) women have been attending the Gather Knit & Stitch program, which is held on Mondays from 10:00 a.m. - 11:30 a.m. in the Lobby.

Guitar Lessons

November and December: One (1) person took guitar lessons in October. The next session was scheduled to begin Tuesday, November 6th at 4:15p.m. Lee Archer, Instructor.

Gymnastics/Tumbling

The next session will be scheduled to begin Tuesday, January 8th at 3:30 p.m.; currently two (2) people are registered for classes. Tricha Tapio, Instructor.

Holiday Happenings

There were not enough participants pre-registered to hold classes in November or December. Tiny Tots and Jump Start participants are welcomed to stay until 2:00 p.m. one day a month for extra holiday crafts and games. An activity is scheduled from 12:00 p.m. – 2:00 p.m., and the cost is \$20 per child. Cathy Adams, Instructor.

Hunter Education

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

Jump Start

Eight (8) preschoolers are enrolled on Mondays/Wednesdays/ Fridays, and five (5) are enrolled on Tuesdays/Thursdays. Enrollment remains open for the Tuesday/Thursday session of Jump Start. Robin Lee, Instructor.

Keenagers

Fifty-six (56) Keenagers attended the November meeting, and fellow Keenager, Jef Wilson performed. Twelve (12) Keenager traveled to Mepkin Abbey for the Creche Festival on Wednesday, November 29th.

Forty- eight (48) Keenagers attended the December meeting, and the Coastal Belles performed a Christmas musical. A trip to the James Island County Park Festival of Lights was scheduled for Thursday, December 13th, but it was cancelled due to low participation. The next meeting is scheduled for Wednesday, January 2nd at noon.

Kid's Night Out

Thirty-two (32) children participated in the Kid's Night Out on Friday, December 14th. Participants were given pizza for dinner and decorated sugar cookies for dessert; participants also enjoyed jump castles and games in the gym. The next scheduled activity is Friday, February 8th from 6:00 p.m. – 8:30 p.m.; activity is supervised by Recreation staff.

Kid's Yoga

No one participated in the December session of yoga. Mary Moore, Instructor.

Little Dragons Karate

Classes will resume Wednesday, January 9th at 12:00 p.m. Debbie Garelli, Instructor.

Middle School Dance

Two hundred fifty (250) middle schoolers attended the dance on Friday, November 9th. The next middle school dance is scheduled for Friday, January 25th from 7:00 p.m. – 9:30 p.m. with the DJ provided by Other Brother Entertainment and jump castles provided by Charleston Jump Castle. Entrance fee is \$5 at the door.

Mah Jongg

Mah Jongg was not held the month of December; the activity will resume on Mondays in January.

Mommy & Me/ Daddy & Me

In November, twelve (12), and, in December, twenty-seven (27), parents and children participated in Mommy & Me/Daddy & Me. Activities take place on the 2nd Wednesday of the month from 9:30 a.m. – 11:00 a.m.

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

Six (6) participants entered the photography contest; photos were placed on the City's website and used in the activity guide. Categories included IOP Lifestyle (cityscape, people, activities) IOP Natural (landscapes, plants), IOP Wild (animals, pets) and IOP Rec (grounds, sports, activities and events); all photos became the property of the City. The deadline for submission was Friday, November 9th.

School's Out Activities/Spring Break

Activities are scheduled on teacher work days and school holidays.

Monday November 19 th	Basketball & Relays	4
Tuesday, November 20 th	Dodgeball	30
Friday, December 21 st	Dodgeball/Snowball Fight	19
Thursday, December 27 th	Basketball Drills	17
Friday, December 28 th	Relay and Tag	30

Activities were held from 1:00 p.m. - 3:00 p.m. and were supervised by Recreation staff.

Semi-Personal Training

November and December: Four (4) people are participating in the 9:30 a.m. session of Personal Training; both the 10:30 a.m. and 5:30 p.m. classes have six (6) people enrolled; classes are held on Tuesdays and Thursdays at 9:30 a.m., 10:30 a.m. and 5:30 p.m. Geri D'Italia, Instructor.

Senior Aerobics

In November, twelve (12), and, in December, ten (10) seniors attended aerobics; all 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; classes 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.

Senior Wellness Workshops

Personal Trainer, Judy Fischer has started teaching wellness workshops for a more in-depth explanation of fitness and wellness topics. Classes will include Balance and Memory, Flexibility & Mat Class and Stability Ball Workshops. The November session was cancelled due to low participation; the next scheduled activity is Thursday, January 10 at 2:00 p.m.

Story Time Yoga

Class was cancelled due to low participation and has been removed from the list of class offerings for now; hopefully, it will be offered at a better time for parents and toddlers in the future.

Tae Kwon Do

Youth Participation: November and December: Five (5) participants have signed up for classes that were 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: November and December: Fifteen (15) adults participated in the classes that were offered Saturdays in the gym from 11:00 a.m. to 12:00 noon, Wednesdays in the gym from 7:00 p.m. to 9:45 p.m., and Mondays in the Magnolia Room from 6:30 p.m. to 7:30 p.m. Adults can join classes anytime.

Tennis

Tiny Tennis: November: Ten (10) participants played in the tiny tennis class for children 3 – 5 years old. A low compression ball, a smaller net and court were used to teach the fundamentals of tennis. The next session of tiny tennis starts Wednesday, January 23rd.

Youth Tennis: November: Fourteen (14) participants played in the youth tennis classes held on Mondays and Wednesdays at 4:00 p.m. and 5:00 p.m. The next session is scheduled to start Wednesday, January 23rd.

Adult Tennis: September: Six (6) people participated in the adult tennis program; classes met on Tuesdays and Thursdays from 9:00 a.m. – 10:00 a.m. The next session of tennis is scheduled for Tuesday, January 22nd. Corinne Enright, Instructor.

Tai Chi/Qigong

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

Tiny Tots

Seven (7) participants are enrolled in the Monday/Wednesday/Friday class and seven (7) are enrolled in the Tuesday/Thursday class. Cathy Adams, Instructor.

Total Body Challenge (TBC)

November and December: Eighteen (18) people participated in morning aerobics; classes were held Monday – Friday from 8:00 a.m. to 9:00 a.m. in the High Tide/ Low Tide Rooms. Pat Boyd and Angela Reinhardt, Instructors.

Tween/ Teen Yoga

Five (5) pre-teens and teenage girls have been participating in class. The instructor will not be retuning due to other business ventures, but, hopefully, the class will be offered again in the future.

Yoga - Afternoon

November and December: Five (5) people participated in the 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.

Yoga - Evening

November and December: Five (5) people participated in the evening yoga class held on Mondays and Wednesdays at 5:30 p.m. – 6:30 p.m. Mary Moore and Jen Schoolfield, Instructors.

Yoga – Morning

November and December: Three (3) people participated in classes held on Mondays and Wednesdays at 9:15 a.m. in the High Tide/Low Tide Room. Pat Boyd, Instructor.

Yoga – Saturday

November and December: Six (6) 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

November and December: Fifty-one (51) people participated; eight (8) 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 were held Mondays and Wednesdays at 6:45 p.m. in the High Tide/Low Tide Room. Dale Ellison, Instructor.

Writing from Memory

Seven (7) people participated in the Writing from Memory class that began Tuesday, September 18th at 9:00 a.m. – 10:00 a.m. Classes were extended three weeks due a request from members and the teacher. The class held a public reading on Friday, November 30th at 6:30 p.m. to share works with classmates, family and friends; approximately twenty-five (25) people attended. The next writing class is scheduled for February 2013. 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, upon request.
- Assisted with front desk duties and class check-ins.
- Set up classrooms for programs and special events.
- Trained part-time staff on evening desk duties.
- Assisted with bulletin boards and Information Center.
- Hired and met with instructors for future classes and opportunities.
- Attended Recreation Committee meeting on November 7th.
- Revised room schedules and calendars to accommodate classes.
- Prepared and contacted instructors for upcoming event dates, presidential election on November 6th and Thanksgiving holiday.
- Developed and completed the January – April 2013 Activity Guide.
- Updated website for January – April 2013 classes.
- Attended November and December Department head meetings.
- Assisted with preparations for City holiday party.
- Assisted with Holiday Street Festival on Saturday, December 8th.
- Attended area director's luncheon on Tuesday, December 11th.
- Assisted with Santa's Cookie Workshop on Wednesday, December 12th.
- Assisted with gingerbread house decorating on Friday, December 21st.

SPECIAL EVENTS

Will McElheny

Holiday Craft Workshop

Thursday, November 15th from 4:00 p.m. until, children ages fifteen (15) and under were invited to decorate holiday ornaments; twenty-one (21) children signed up and fifteen (15) participated in this activity. All materials were provided.

Holiday Street Festival

This was the inaugural Isle of Palms Holiday Street Festival; it was held on Front Beach, Saturday, December 8, 2012 from 3:00 p.m. to 7:00 p.m. The Holiday Street Festival brought big changes to the usual Tree Lighting Ceremony that had been held for several years on Front Beach. The Recreation Department staff made a few changes and “stepped it up a notch” to bring the island a celebration that was enjoyed by all; local businesses were very pleased with the turnout. The local restaurants and businesses involved on Front Beach included: *Windjammer, Splash, Coconut Joes, Banana Cabana, Huck’s, Luke n’ Ollie’s, My Favorite Things, Acme Cantina, The Boat House, Long Island Café, Morgan Creek Grill, The Dockside, IOP Exchange Club, IOP Garden Club, IOP Turtle Team* and *Salon and Company*. With the help of State Accommodation Tax funds, entertainment was added that included local artists *Sol Driven Train, Fowlers Mustache, Scottie Frier Band, SIES Chorus, Cailyn Hager, and Elizabeth Covington*. Free carnival attractions included a Ferris wheel, super slide, climbing wall, photo booth, face painter and balloon artist. City Council, Mayor Cronin and the City Administrator attended the Holiday Street Festival to introduce Luca Froehler who won the opportunity to light the Christmas tree and the holiday lighting along Front Beach. It is estimated that two to three thousand (2,000-3,000) people attended this event, and over three hundred (300+) children visited Santa Claus.

Santa’s Cookie Workshop

This event was held on Wednesday, December 12th beginning at 4:00 p.m. in the Magnolia and Palmetto Rooms. Sixty-five (65) children participated, and each child was given four (4) cookies to decorate with unlimited supplies of icing, frosting and candy. Children went through a buffet style line to get their supplies for decorating. Parents appreciated this event as it offers families the chance to decorate cookies for Santa without making a mess in their own homes. Few cookies made it out of the room for Santa Claus; the fact is most children were photographed eating their Santa cookies.

Letters to Santa

This was the second year for “Letters to Santa,” and forty-two (42) children wrote Santa Claus letters asking him to bring toys and surprises for Christmas. The children brought their letters into the Recreation Center and placed them in the special Santa mailbox by December 19th to give Santa plenty of time to respond. The letters ranged from Summerville to the Isle of Palms. After Santa received the letters, he responded to all the children.

Cupids Card Shop

Cupids Card Shop will be held on February 7th at 4:00 p.m. The children will be given materials to decorate Valentine cards for loved ones.

Doggie Day at the Rec

“Doggie Day at the Rec” is scheduled for Saturday February 23rd. The format will be much like previous years with Dr. Jose Biascoechea offering rabies vaccinations for \$10.00, as well as other vaccinations. Isle of Palms’ Animal Control officers will sell Isle of Palms dog licenses from 9:00 a.m. until 12:00 p.m. for island residents. Doggie competitions will begin at 10:00 a.m. in the following categories:

- 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 compete in the **Best in Show** contest at the end of the individual competitions.

COMMUNITY SPECIALIST

By Christina Willson

Daily Responsibilities:

- Complete opening procedures and report damages to supervisor.
- Ready classrooms for next program when supervisors unavailable.
- Update Department’s media center as needed.
- Register class participants, answer phones and welcome visitors.
- Update daily front desk information folders.
- Monitor security cameras.
- Manage the sign-in sheets for gymnasium and Cardio Room.
- Answer questions regarding current and upcoming programs/events.
- Assist the Director and other staff members on a regular basis.
- Prepare purchase orders for staff.
- Participate in daily/weekly staff meetings.
- Continue to post and update events and activities onto community calendars and media outlets event sites/contacts.
- Use Microsoft Publisher to complete monthly main and room calendars.

- Show first time visitors around Recreation Center and introduce them to all of the accommodations and programs that are available.
- Update and maintain Recreation information and calendar on City website.
- Complete housekeeping duties when supervisor was unavailable.

Other Duties

- Assisted in preparing return Santa letters for “Letters to Santa” activity.
- Photographed programs/classes for archives.
- Matched invoices & purchase orders and then filed.
- Called Keenagers/Seniors to update them on the November/December meetings and activities/trips.
- Located and entered special events/newspaper articles into binder.
- Maintained lost-and-found folder and bins.
- Contacted class participants in the event of class cancellations.
- Completed and sent out weekly PSA’s.
- Helped to decorate the Recreation building for the holiday season.
- Helped to collect/edit photos for upcoming activity guide publication.
- Provided Resort Quest/Wild Dunes owners with upcoming months’ activities and programs for distribution to their clients.
- Entered October/November “Free T-Shirt” recipient’s information into proper spreadsheet and registered their information to receive the City e-newsletter.
- Edited activity guide publication with correct class information.
- Contacted vending machine operators to report problems or refill request when needed.
- Assisted in the January-April 2013 Activity Guide editing.
- Updated bulletin boards with upcoming activity information.

Most Frequently Asked Questions

- “Do the carnival rides at the Holiday Street festival cost anything?”
- “Do you have a weight room?”
- “Are the public able to rent out any of your facilities?”

Most Frequent Unsolicited Comments

- “The Holiday Street festival was the best IOP tree lighting event to date!”
- “You guys really do offer it all here.”
- “I really appreciate that you remember my name when I come in here that means a lot.”

Front Desk Summary: Monday – Friday

November: Closed Nov.23-25

Cardio Room Usage: 345
 Phone Calls: 346
 Walk-Ins: 329

Open Gym Participants
 Residents: 68
 Non-Residents: 73

December: Closed Dec. 23-25

Cardio Room Usage: 289
Phone Calls: 155
Walk-Ins: 167

Open Gym Participants
Residents: 47
Non-Residents: 50

PARKS & FACILITIES

Shelia Redmon

Housekeeping:

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

Facility Preparations:

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

Interior Maintenance:

- Cleaned and serviced Cardio Room equipment.
- Unclogged toilets and flushed floor drains as needed.
- Replaced light bulbs and ballasts as needed.
- Repaired and serviced vacuum cleaners.
- Met with Charleston Fitness technician regarding unusual noises from spin cycle #C510 and repairs required. Repairs completed 11/03/12.
- Detailed cleaning of Magnolia and Palmetto Room walls, blinds and folding wall.
- Switched all HVAC units over to cold weather scheduling temperatures, turned on gas tank supplying gym heaters.
- Cleared debris from gym restroom toilet and urinal flush diaphragms.
- Cleaned storage area after tree installation.
- Cleaned and reorganized several gym storage lockers.
- Machine scrubbed and polished gym floor for youth basketball season.
- Re-sewed the seam of a hall bench.
- Reset thermostats after power outage.
- Cleared debris from restroom showerheads and researched cost of possible replacement options.
- Repainted interior side of the hall doors.
- Touched up paint throughout the facility.

Exterior Maintenance:

- Inspected playground equipment.
- 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.
- Assisted with decorations for the City holiday party.
- Assisted with City holiday tree installation and Holiday Street Festival.

PARKS & GROUNDS MAINTENANCE

Nick Bako

Recreation Building and Activities:

- Installed new state flag.
- Replaced anchors at top for doorpost leading into gym area.
- Retrieved Frisbees from rooftop.
- Re-applied small cove base in the Palmetto Room near the kitchen.
- Installed ceiling tile in Ben's office.
- Repaired latch at storage area in back of gym for securing equipment.
- Installed new light bulbs for security flood lighting at shed and gym restroom door.
- Re-routed coaxial cable from floor to above ceiling for lobby television.
- Patched and painted downstairs storage room door next to Cardio room.
- Installed Christmas lighting on front of building and in bushes for the season.
- Trimmed and cleaned Front Beach walkway area.
- Completed monthly inspection reports.
- Cleaned trash receptacle toppers at entrance to building.
- Helped with activities and events as needed Keenagers, Middle School dance, Christmas tree lighting and festivities.
- Replaced glass lens in lighting for the Connector Board.

Recreation Grounds:

- Replaced light fixture assembly at the picnic shelter.
- Winterized all outside water pipes for upcoming colder weather.
- Filled areas next to walkways outside of Magnolia and Palmetto Room entry with topsoil and leveled.
- Painted parking lot NO PARKING areas with yellow paint.
- Trimmed all oleanders at cul-de-sac.
- Trimmed shrubs at all sides of building, playground and tennis courts.
- Watered all inside plants.
- Removed algae and moss-like material from the rooftop of the picnic shelter.

- Pressure washed cement floor at the picnic shelter.
- Replaced one bad outlet cover and three G.F.I. units at entrance to complex.
- Weeded and applied herbicide to all beds around the main building.
- Replaced bulbs as needed at walkways to building.
- Cleared inlet and outlet to the dry pond of debris.
- Removed dusty miller from front planter.
- Replaced switch plate cover in restrooms.
- Trimmed all sago palm fronds.
- Trimmed oak at entrance to building.

Playground

- Re-secured border spikes as needed.
- Installed new chain on a swing.
- Raked and leveled playground mulch as needed.
- Sprayed for fire ants in playground area.
- Removed algae and some moss-like material from the rooftop.
- Applied weed killer to play area and at exterior of same.

Basketball and Tennis Courts

- Re-tied windscreen after windy day.
- Kept courts clean as needed.
- Adjusted and secured tennis netting to proper height.
- Rolled up wind screen before storm.

Baseball (Scalise) Field

- Applied weed killer in dugout.

Softball (Clarkin) Field

- Applied weed killer in dugout.

Soccer Field

- Removed and stored small and large goals from field.
- Filled areas in field as needed to make level.
- Re-lined soccer fields as needed for games.

Bark Park

- Repaired garden hose attachment.
- Repaired lid to doggie scooper box.
- Re-enforced handle for rake.
- Cleaned front and back of the Doggie Park rules board.
- Re-set gate level and height at entrance to park.
- Filled large holes with sand as needed.

Multi-purpose Field

- Picked up debris and maintained as needed.
- Filled areas in field to make level.
- Removed and stored small soccer goals.
- Moved bleachers back to baseball field area to complete season for soccer.
- Filled holes in the field and at fire hydrant near the roundabout.

Equipment

- Repaired spring-hinge locking mechanism on stage assembly.
- Washed all vehicles.
- Replaced wheel assembly on cabinet in lobby.

OPERATIONS

Overtime:

November	14 hours Halloween Carnival was included in this pay period along with the Middle School Dance.
December	17.25 hours Basketball parent/player meetings, adult athletic captain Organizational meetings, Holiday Street Festival, numerous holiday workshops for children and Kid's Night Out.

Building was available:

November	330 hours
December	324 hours

Youth Pick-up Game:

Wednesday, November 7, 2012	Dodgeball	10 Children Participated
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School's Out Activity:

Monday November 19 th	Basketball & Relays	4 children participated
Tuesday, November 20 th	Dodgeball	30 children participated
Friday, December 21 st	Dodgeball/Snowball Fight	19 children participated
Thursday, December 27 th	Basketball Drills	17 children participated
Friday, December 28 th	Relay and Tag	30 children participated

Information Boards:

	# Times Boards were changed	Amount of Time
September	10 Times	9.75 hours
October	8 Times	7.50 hours
November	7 Times	8.00 hours
December	5 Times	3.75 hours