



# **RECREATION DEPARTMENT MONTHLY REPORT MARCH 2014**

**STAFF:** Norma Jean Page, Recreation Director  
Ben Hull, Recreation Supervisor (athletics)  
Miklos “Nick” Bako, Parks & Grounds Supervisor  
Will McElheny, Recreation Supervisor (special events)  
Shelia Redmon, Parks & Facilities Specialist  
Laura Togami, Programs

## **ATHLETICS**

### **Ben Hull**

#### **Adult Spring Softball**

Registration for Spring Softball was held January 27<sup>th</sup> - February 21<sup>st</sup>. The registration fee was \$425 per team, and the league was limited to six (6) teams. Five (5) teams signed up to play. The captain's meeting was held on Tuesday, March 4<sup>th</sup> at 5:30 p.m. Games started on Wednesday, March 26<sup>th</sup> and are played on Wednesday evenings. The regular season will be followed by a double elimination, post-season tournament. Regular season champions will receive t-shirts; the tournament champions will receive plaques. 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 was held January 27<sup>th</sup> - February 21<sup>st</sup>. The registration fee was \$60 per team; the league filled up with twelve (12) teams. The captain's meeting was held on Tuesday, March 4<sup>th</sup> at 5:50 p.m. Games are played on Tuesday evenings and started 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 was held January 27<sup>th</sup> - February 21<sup>st</sup>. The registration fee was \$250 per team. The league was limited to twelve (12) teams, with nine (9) teams signing up to play. The captain's meeting was held on Tuesday, March 4<sup>th</sup> at 6:10 p.m. Games are played on Tuesday evenings and started 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 was held January 27<sup>th</sup> - February 21<sup>st</sup>. Games are played on Tuesdays from 10:20 a.m. - 12:40 p.m. Nine (9) participants have signed up for the league; the season started on Tuesday, March 18<sup>th</sup>. 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 champion and tournament champion will receive a shirt. A double elimination tournament will take place following the regular season. Games and scores are kept and recorded by the players and Recreation staff.

#### **16<sup>th</sup> Annual Half Rubber Tournament**

The 16<sup>th</sup> Annual Half Rubber Tournament is scheduled for Saturday, August 16<sup>th</sup> and Sunday, August 17<sup>th</sup> 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 \$25 per person. Teams may consist of 3 or 4 players. Sponsors for the tournament are being secured for 1<sup>st</sup> and 2<sup>nd</sup> place winners. Tournament information has been posted on the [www.halfrubber.com](http://www.halfrubber.com) along with the City's website.

## Youth Sports

### Baseball

Registration for baseball was held January 27<sup>th</sup> – February 21<sup>st</sup> for Isle of Palms' residents; open registration began on Monday, February 3<sup>rd</sup> and ended February 21<sup>st</sup>. Mandatory player/parent meetings were held Monday, March 3<sup>rd</sup>. The Fast Start meeting began at 5:00 p.m; T-Ball, Machine Pitch and Youth Baseball meetings began at 6:00 p.m. Every team leader and coach received a packet that contains ways to create skill drills that can be used to make practice a fun learning experience. Coaches and players received their team assignments, player information, league rules and league schedule.

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

A parent from each team was appointed the team leader; team leaders are responsible for planning the activities. Activities are scheduled for Saturdays and consist of fundamental learning drills. Seven (7) teams were formed with a total of eighty three (83) children enrolled. Activity days are held on Saturday mornings on the soccer field and began on Saturday, March 8<sup>th</sup>. All participants will receive a medal at the end of the season.

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

A coach's meeting was held Monday, March 3<sup>rd</sup> at 5:00 p.m. Games are played on Saturday mornings on the baseball field. Practices are held through March, and games are set to kick off Saturday, April 12<sup>th</sup>. Six (6) teams have been formed with a total of sixty nine (69) children enrolled in the league. Sponsors and coaches are final. Coaches umpire the games; no scores or league standings will be kept. All participants will receive a medal.

### Machine Pitch (7 & 8 year olds)

A coach's meeting was held Monday, March 3<sup>rd</sup> at 5:15 p.m. Games are played on Saturday mornings on the softball field. Practices were held through March, and games are set to kick off Saturday, April 12<sup>th</sup>. Four (4) teams have been formed with a total of forty four (45) participants in the league. Sponsors and coaches are final. Coaches umpire the games; no scores or league standings will be kept. All participants will receive a medal.

### Youth Baseball (9 – 12 years old)

The skill evaluation and coaches meeting was held on Monday, March 3<sup>rd</sup> at 6:00 p.m. Practices were held through March, and games are set to kick off Monday, April 7<sup>th</sup>. Sponsors and coaches are final. Three (3) teams have been formed with a total of thirty four (34) participants. Regular season runners-up and champions will receive trophies. Post-season runners-up and champions will receive medals. Charleston Officials umpire the games while recreation staff is on-site to keep score.

### Youth Baseball Participation (*as of March 27, 2014*)

Fast Start Baseball	Total: 83	IOP Resident: 19	Non-resident: 64
5/6 T-Ball	Total: 69	IOP Resident: 22	Non-resident: 47

7/8 Machine Pitch Total: 45 IOP Resident: 22 Non-resident: 23  
9/12 Youth Baseball Total: 34 IOP Resident: 16 Non-resident: 18

### **Spike Nights**

Spike Nights is an opportunity for youths, ages 10-14 years, to participate in a volleyball clinic. On Tuesday and Thursday nights, Kreg Togami teaches volleyball techniques and play from 5:00 p.m. – 6:30 p.m. Registrants sign up for 4 sessions at a time, and the fee is \$40 for residents and \$45 for non-residents. The next sessions will be held April 3<sup>rd</sup> – May 1<sup>st</sup>.

March 4<sup>th</sup> – March 27<sup>th</sup> Session total: 43 Isle of Palms: 16 Non-residents: 27

### **Tots Lacrosse**

Tots Lacrosse is designed to teach children, ages 3-5 years old, and parents the mechanics of lacrosse, i.e. cradling, passing, catching, shooting and scooping ground balls. One parent from each family must attend each session to learn along with their child, and children need to bring a lacrosse stick and goggles. Sessions are held once a month from 9:00 a.m. – 10:00 a.m.; the next sessions will be held April 26<sup>th</sup>. The cost is \$10 for IOP residents and \$15 for non-residents. Three (3) children participated in the March session of Tots Lacrosse.

March 15 session total: 3 Isle of Palms: 1 Non-residents: 2

### **Youth Dodgeball Pick-Up Games**

Games are scheduled once a month on a Wednesday from 4:00- 5:00 p.m. This is geared for children 7-14 years old and is free to participate. Children can sign up in advance or just show up to play. Games are played in the gymnasium. The session held on Wednesday, March 12<sup>th</sup> had seven (7) children participating; Recreation staff members were on-site to supervise these games.

### **2014 Isle of Palms Beach Run**

The Isle of Palms Beach Run is scheduled for Saturday, July 19<sup>th</sup>. The Beach Run consists of 5K/10K runs beginning at 8:00 a.m., and Youth Fun Runs beginning at 9:00 a.m. The registration fee is \$25 for the 10K Run, \$20 for the 5K Run/Walk, and \$5 for the Youth Fun Runs. Packet pick-up will be held on Friday, July 18<sup>th</sup> from 4:30-6:30 p.m. at The Windjammer. The 10K and 5K Run/Walk winners will receive medals. All Youth Fun Run participants will receive participation ribbons. Sponsors are being secured. Applications have been developed and t-shirts are being proofed.

## **PROGRAMS AND CLASSES**

Laura Togami

### **Ballet**

March 3<sup>rd</sup> – April 7<sup>th</sup> session of ballet has five (5) participants in the class. Classes are held on Mondays from 12:30 p.m. – 1:00 p.m. Kim Chesley-Breland, Instructor.

### **Boater Education**

A class took place on Saturday, March 8<sup>th</sup> from 9:00 a.m. – 12:00 p.m. Approximately ten (10) people attended.

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

March Session: Mondays 10:30 a.m. – 11:30 a.m. Three (3) people participated in the class. They all paid by the class.

March Session: Wednesday/Friday 10:30 a.m. – 11:30 a.m. Nine (9) people are participating in the class. Three (3) paid for the session, and all others paid by the class.

March Monday/Wednesday: 5:30 p.m. – 6:30 p.m. Twelve (12) people are participating; three (3) paid for the session, and all others are paying by the class.

March Saturday: 9:30 a.m. – 10:30 a.m. Ten (10) people are participating in the class; zero (0) paid for the session; all participants are paying by the class.

Class fees are \$64 for Isle of Palms' 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.

### **Dog Obedience**

Kinderpuppy: Eleven (11) participants are attending the session from March 10<sup>th</sup> – April 21<sup>st</sup>. Each participant paid \$115 to enroll his/her dog in this class. Susan Maret, Instructor

Just the Basics: Nine (9) participants are attending this session, which began March 10<sup>th</sup> and will end April 21<sup>st</sup>. Participants paid \$115 to enroll his/her dog in this class. Susan Maret, Instructor

### **Gather Knit & Stitch**

March: Ten (10) 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**

Seven (7) children are participating in the gymnastics session February 18<sup>th</sup> – March 25<sup>th</sup>. The next session of gymnastics is scheduled to begin Tuesday, April 1<sup>st</sup> at 3:30 p.m. Classes teach basic tumbling, balance beam and mini-bars. Tricha Tapio, Instructor.

### **Holiday Happenings**

Four (4) children attended the Holiday Happenings program that was held on Wednesday, March 12<sup>th</sup>. Class allows children to do activities and crafts relating to the appropriate upcoming holiday. The April activity has been cancelled due to lack of participation. Cathy Adams, 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 have six (6) participants, and the Tuesday/Thursday classes have five (5) 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 Isle of Palms' residents and January 21<sup>st</sup> for non-residents. Currently two (2) spaces remain available for the upcoming school year. Robin Lee, Instructor.

### **Keenagers – Senior Social Group**

The Keenagers meeting was held on March 5<sup>th</sup> at noon. Participants brought a covered dish entrée or dessert to share; thirty-nine (39) seniors attended. Lyn Small, Director of Marketing of the Senior Directory came to talk to the group. Participants were also entertained by many games of BINGO put on by the Recreation staff. Interested participants enjoyed lunch at Bricco Bracco on Wednesday, March 12<sup>th</sup>. The month trip/activity was planned for March 19<sup>th</sup> to the Irvin House Vineyard & lunch at the Tomato Shed Café; however, the trip was cancelled because too few signed up for the trip. The next meeting is scheduled for Wednesday, April 2<sup>nd</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 the Summer 2014 Activity Guide.

### **Lil Sports Fit**

One (1) child participated in the Lil Sports Fit activity on Friday, March 7<sup>th</sup>. The next activity is scheduled for Friday, April 4<sup>th</sup>. Payment is required when registering. Children ages 3 years old are exposed to sports in a fun atmosphere. Corinne Enright, Instructor.

### **Line Dancing**

Zero (0) 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 session of Little Lotus Yoga that was scheduled for February 19<sup>th</sup> – March 26<sup>th</sup> from 12:30 p.m. – 1:15 p.m. was cancelled due to lack of participants. Jennifer Rogers, Instructor.

### **Mah Jongg**

Seven (7) people participated in Mah Jongg during the month of March. The activity is held on Mondays at noon in the Magnolia Room.

### **Middle School Dance**

Three hundred forty-four (344) middle school students attended the Middle School Dance held on Friday, March 21<sup>st</sup>. The dance was held from 7:00 p.m. – 9:30 p.m., and it was \$5 at the door. DJ, jump castles and concessions were provided for participants. The dance is supervised by Recreation staff with the support of the Police Department and Fire Department. The last dance for this school year will be held on Friday, May 30<sup>th</sup>.

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

Forty-five (45) 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. Twenty (20) parents and twenty-five (25) children from the Charleston area attended. The program is free and open to children 3 years and under.

### **Mommy & Me Yoga**

No one participated in the March Mommy & Me Yoga. The next class is scheduled for Tuesday, April 22<sup>nd</sup> at 9:30 a.m. Participants need to pre-register for activity. Jennifer Rogers, Instructor.

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

The next activity was scheduled for March 28<sup>th</sup>; since the school system has made March 28<sup>th</sup> a make-up day from January, the activity has been cancelled.

### **Semi-Personal Training**

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

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

March: On average ten (10) seniors have been participating in the class. Four (4) participants paid for the session; 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/ month or a \$5 drop-in Fee. Judy Fischer, Instructor.

### **Tae Kwon Do**

Youth Participation: March: Four (4) 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: March: Twenty-eight (28) 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.

Family Participation: March: Zero (0) people have participated in this class offered Saturday mornings in the gym. A family class would allow parents to participate with their children on Saturday mornings; adult participants are also able to join in the Monday and Wednesday evening classes.

Senior Participation: March: Zero (0) people have participated in this class offered Saturday mornings in the gym. Classes are geared to geriatric participants working to improved strength and balance. The senior class is taught by board certified geriatrics physician Dr. John Emmel and Debbie Gessert will assist.

### **Tae Kwon Do Tournament**

The 2014 Tae Kwon Do Tournament was held on Saturday, March 15<sup>th</sup> from 9:00 a.m. – 6:00 p.m. Seventy-one (71) people participated in this event. Participants came from Georgia, North Carolina, Tennessee and California. The registration fee was \$45 per person to participate.

### **Tai Chi/Qigong**

Five (5) 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 March: Sixteen (16) 3-4 year olds are participating in the tennis program. There are two (2) classes for this rapidly growing class: 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: Eight (8) 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 has nine (9) participants enrolled in the Monday – Wednesday – Friday class and ten (10) participants enrolled in the Tuesday/Thursday class. Classes are held August – May from 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)**

March: Twenty-two (22) 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**

Seven (7) people participated in the Senior Wellness Workshop dealing with balance and memory held on Thursday, March 13<sup>th</sup>. Judy Fischer, Instructor.

### **Writing from Memory**

The Writing From Memory class has seven (7) participants. The session began February 18<sup>th</sup> and will end April 8<sup>th</sup>. The class is held on Tuesday mornings from 9:00 a.m. – 10:30 a.m. The class will have a reading Friday, April 11<sup>th</sup> from 5:00 p.m. – 8:00 p.m. Sara Thomason, Instructor



### **Yoga - Afternoon**

March: Five (5) people participated in the class; three (3) participants paid for the session, and two (2) 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**

March: Nine (9) 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**

March: Fifteen (15) people participated; five (5) participants paid for the session and ten (10) participants 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**

March: Thirteen (13) people participated in the classes held on Saturday mornings from 10:00 a.m. - 11:15 a.m. in the Palmetto Room. Classes in April are cancelled due to the instructor's schedule. Jen Schoolfield, Instructor.

### **Zumba**

March: Thirty-nine (39) 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:**

- Kept in constant communication with Staff to stay current with program/activity changes.
- Set up classrooms for programs.
- Maintained room schedules to accommodate programs/classes.
- Maintained payments and payment sign-in sheets for participants in programs/classes.
- Updated Rec Trac with classes for Summer Activity Guide for May - August 2014.
- Worked on Summer 2014 Activity Guide and room schedule to accommodate classes.
- Ran errands to prepare for Tae Kwon Do Tournament.
- Placed orders for necessary food and equipment needed for programs/activities.

## SPECIAL EVENTS

Will McElheny

### **Island Gras**

Island Gras was 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 was another great opportunity to promote the Front Beach area of and provide a fun “Mardi Gras” type event but doing it Isle of Palms style. Similar to the *Holiday Street Festival*, Elizabeth Covington and Weird Science performed at the WindJammer due to thunderstorms the day of the event. The East Cooper Art Guild participated and had twelve (12) booths at the event. The festival provided local food vendors, jump castles, climbing wall, photo booth and fun for the whole family.

### **St. Patty’s Craft**

St. Patty’s Craft was held on Thursday, March 13<sup>th</sup> at 4:00 p.m. for ages 5 – 14 years. Participants decorated a St. Patty’s bag and then went on a hunt to collect gold coins. This is the third year for this event, and twenty-eight (28) children participated.

### **Yard Sale**

Due to the threat of severe thunderstorms and the possibility of tornados the weekend of March 29<sup>th</sup>, the Annual Yard Sale was postponed to Saturday, April 26<sup>th</sup>. Almost all fifty (50) spaces have been reserved. The vendors will be 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 be place in *ThePost and Courier* to notify everyone of the new date. Goodwill Industries will be available to collect any unwanted items.

### **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. 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! Inflatable’s 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 April meeting. Approximately nine hundred (900) children participated in 2013, and it is anticipated that 900 – 1000 will be in attendance this year.

### **Music in the Park**

Music in the Park is a new addition this year that is scheduled for Saturday, May 3<sup>rd</sup> from 1:00 p.m to 4:00 p.m. This addition will offer a fun family atmosphere of bluegrass music on the grounds of the Isle of Palms’ Recreation Center. People are encouraged to bring lawn chairs and blankets to enjoy the festival style event at the Recreation Center.

### **Piccolo Spoleto Sand Sculpting Contest**

The Annual Piccolo Spoleto Sand Sculpting Contest will be held on Saturday, June 7<sup>th</sup>, 2014 at 9:00 a.m. With the assistance of Chris Tindal and Slant Media, preparation of this year's Sand Sculpting Contest is underway. The first 200 people that register will be guaranteed a t-shirt and koozie. Sponsorship letters are being sent out to local business. There are seven (7) categories this year: Children, Young Adult, Family, Adult, Most Creative, Best Architectural, and Best in Show.

### **Camp Summershine**

Registration began on Monday, March 17<sup>th</sup> at 7:00 a.m. for Isle of Palms' residents and on Monday, March 24<sup>th</sup> at 7:00 a.m. for non-residents. As of March 25<sup>th</sup>, all sessions are filled. Parents received a Camp Calendar and Guide when they registered; here parents are told what items the campers need to bring each day throughout the summer. On the first day of camp the campers will receive their camp T-shirt. Each week has a theme, and the activities for the week will be focused on that theme.

### **Employee Wellness**

Employees have the opportunity to participate in numerous fitness classes offered at the Recreation Department. These classes include: Total Body Challenge which is held Monday – Friday from 8:00 a.m. – 9:00 a.m., Semi-Personal Training on Tuesday and Thursdays from 9:30 a.m. – 10:30 a.m. and BOSU classes on Monday & Wednesdays from 5:30 p.m. – 6:30 p.m. or Wednesday and Fridays from 10:30 a.m. – 11:30 a.m. Beginning May 1<sup>st</sup>, a boot camp will be offered on Monday and Wednesdays from 7:00 a.m. – 7:45 a.m.

### **Public Safety Fitness Training**

Recreation Fitness Instructor, Jeromy Miller, continues to train the Fire and Police personnel at the Public Safety Building. Participation continues to be consistent with an average of twenty-two (22) employees participating with an average of six (6) employees attending each session.

## **COMMUNITY SPECIALIST**

Holly Norton

### **Daily Responsibilities**

- Completed evening procedures and reported damages to supervisor.
- Set up classrooms for next program when supervisors unavailable.
- Updated Department's media center as needed.
- Registered class participants, answered phones and welcomed visitors.
- Updated daily front desk information folders.
- Monitored security cameras.
- Managed the sign-in sheets for gymnasium and Cardio Room.
- Answered questions regarding current and upcoming programs/events.
- Assisted the Director and other staff members on a regular basis.
- Prepared purchase orders for staff.
- Participated in daily/weekly staff meetings.

- Continued to post and update events and activities onto community calendars and media outlets event sites/contacts.
- Completed monthly calendars to display daily programs and activities being held.
- Showed first-time visitors around Recreation Center and introduced them to all the accommodations and programs that are available.
- Completed housekeeping duties when supervisor was unavailable.

### **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.
- Updated calendars on local news websites.
- Made flyers for the tennis court and dog park.
- Made signs for gym closing and cancelled classes.
- Helped register for summer camps and Yard Sale.
- Sent information about upcoming events to Charleston Visitors Bureau.
- Made a slide show for Keenagers program in April.

### **Most Frequently Asked Questions**

“Do you have any spots open for summer camp?”

“What other activities do you have for kids this summer besides summer camp?”

“What are your hours for the cardio room?”

“Where and when is the IOP Yard Sale?”

### **Most Frequent Unsolicited Comments**

“Your restrooms are so clean.”

“You have a great facility.”

“The playground is awesome.”

## **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 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**

- Serviced, lubricated and cleaned Cardio Room equipment.
- Unclogged toilets and drains as needed.
- Re-tightened hardware in the restrooms.
- Replaced light bulbs and ballasts as needed.
- Contacted and supervised Berkeley Heating & Air during a system malfunction service to the two (2) gymnasium air conditioning and heating units.
- Machine-scrubbed and clear-coated the gym floor.
- Reset times on clocks and thermostats for daylight savings time.
- Supervised the fire suppression systems annual and bi-annual safety inspection by Liberty Fire Protection, Inc. and Falcon Fire Systems, Inc.

### **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.
- Assisted with Island Gras event on Front Beach.

## **PARKS & GROUNDS MAINTENANCE**

Nick Bako

### **Recreation Building and Activities**

- Attended staff meetings.
- Completed monthly reports.
- Cleaned walkway at entrance to building.
- Assisted with monthly functions, Keenagers, Middle School Dance and set-up for Yard Sale.
- Reset ceiling tile in gym and also re-secured light fixture lens.
- Cleaned trash receptacle toppers at entrance to building.
- Re-caulked canopy at gym exits.
- Dry-mopped and damp-mopped gym flooring for events.
- Tightened handle and lock bar assembly at entrance to gym door.
- Adjusted door at hinge for the storage area under stairs in gym.

### **Recreation Grounds**

- Turned on all fountains and water supplies as needed for season.
- Lined weekly for Fast Start.
- Applied weed killer at Bark Park.

- Applied Weed Killer inside and outside of playground area along with all walkways.
- Cleaned trash receptacles for upcoming events.
- Filled tire ruts along Harnett Avenue.

### **Playground**

- Hammered spikes back into ground for the border of play area.
- Leveled playground mulch, as needed.
- Secured prices for installation of more playground mulch.

### **Basketball and Tennis Courts**

- Applied weed killer to courts as needed.
- Cleaned court as needed on a daily basis.
- Applied fire ant killer, as needed, along fence perimeter.
- Installed new net at the basketball court.

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

- Prepared both dugouts for upcoming season.
- Applied weed killer to areas in dugout.
- Finished painting dug outs and touched up Isle of Palms logo on the exterior.

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

- Repainted table and bench for scorekeepers.
- Graded area behind the newly installed fencing.
- Applied weed killer in dugout.
- Replaced 1½ inch piping to reconfigure spigot at dugout after fencing installation.
- Cleaned all signs for softball fencing and re-secured as needed.
- Replaced bulbs in scoreboard as needed.
- Prepared dugouts for upcoming season.
- Graded areas on the field as needed after installation of new fencing.
- Added two (2) new foul poles to the existing poles at the height of twenty (20) feet.
- Groomed field in preparation for upcoming season.

### **Soccer Field**

- Fertilized field with 18.0.6 with weed control.
- Set up soccer goals and lined.
- Repaired holes in the field after games as needed.
- Replaced bulbs in scoreboard as needed.

### **Bark Park**

- Filled large holes as needed on a regular basis.
- Repaired fencing and re-secured signage.
- Filled Scooper boxes as needed.

**Multi-purpose Field**

- Picked up debris and maintained as needed.
- Filled holes as needed after fencing was completed.
- Sprayed for fire ants for upcoming events.

**Equipment**

- Washed all vehicles
- Maintained all equipment on a regular basis.
- Adjusted small shed door at hinge.

**Other**

- Straightened street poles and signage on Palm Boulevard.
- Replaced bulb at the information board.

**Schools Out Activities:**

No activities for March

**After School Pick-up Games:**

Wednesday, March 12, 2014                      Dodgeball                      7 children participated

**Overtime:**

**March 2014 5.5 Hours**      Supervising and conducting Parent/player meetings, Meetings for captains of the various adult athletic leagues, Middle School Dance, St. Patty's Pot of Gold Hunt and a District Basketball Tournament.

Recreation building was open 338 hours for the month of March.