

Christiansburg Aquatic Center



Monthly Report: February 2013

Terry Caldwell, Director

- Orientation of new employee Melissa Callahan, Facility Coordinator
- Advisory Board meeting preparation
- Shelter in Place workshop, Pulaski Train Station. Completed requirements for Partner Agency Shelter Operations
- Swim Gym fitness meetings and social
- LOVE Works artwork placement meeting
- Initial budget meeting with town management
- Meeting with RU Marketing intern, completion of swim meet survey
- Application submitted to Virginia Tourism for placement of CAC brochures at area welcome centers
- In partnership with RU recreation students, organizing a skate park competition for April 27th
- Organizing PPE documents for facility usage in all areas

Allison Zuchowski, Aquatic Services Manager

- Attended ARC Shelter Operation Workshop in Pulaski for emergency and disaster management
- Facilitated CPR/FA/AED training for maintenance & custodial employees
- Facilitated Lifeguard in-service meeting
- Completed and reviewed over 40 evaluations with individual lifeguarding staff
- Became a Professional Member of the National Parks & Recreational Association
- Applied to become an AFO Instructor Candidate with the National Parks & Recreation Association



Melissa Callahan, Facility Coordinator

Prior Membership Monthly reports have been distributed by current, renewing memberships. This report and future reports will reflect the memberships sold in the month of February.

- Total Membership Sold: **108**
 - Resident: **67**
 - Non Resident: **41**
- Attendance:
 - Daily Resident Passes: **1,693**
 - Daily Non-Resident Passes: **313**
 - Dry Passes: **377**
 - Member's Scanned: **3,036**
 - Rentals: **\$4,455.00**
- Learning the ropes here at the CAC
- Lending a helpful hand to birthday orders for pizza, cakes, and Edible Arrangements orders and pickups.
- Had **28** birthday parties in February.
- Had **12** room rentals in February.
- Birthday Parties, Room Rentals, Extras for Parties= \$4,808.00
- Interviewing for 2 party host and 1 front desk position
- Working with *Little Sinks*. Now selling the Hokie towel at front desk
- Put into effect the communication notebook at the front desk.
- Creating and reviewing policies and procedures with the front desk staff
- Goals for March
 - 1) Have St. Patrick's day event, plan event, create flyer and distributed to schools
 - 2) Have monthly meeting with front desk and party host staff.
 - 3) Organize and promote to OBGYN offices upcoming aquatic prenatal class.
 - 4) Rethink the birthday party concept and put into effect.



Ethen Phillips, Aquatic Supervisor

- Lifeguarding in-service meeting
- Assisted with 15-20 Lifeguard Evaluations
- Set-up for Region IV Champs, VT Invitational, VHSL Meet

Stephanie Goens, Lifeguard Supervisor

- Attended New Hire meeting
- Provided positive reinforcements to all employees
- Attended all weekly staff meetings
- Helped conduct In-service training
- Held partnership in evaluations of the entire lifeguard staff
- Organized Employee Incentive Program



Lauren Woodcock, Program Supervisor

- Lessons Winter Session 3 80
- Swim Gym 20
- Ai Chi 2 + passes
- Morning Fit 4 + passes
- Warm Water Workout 9 + passes
- Aqua Boot Camp 3 + passes
- Aqua Zumba 1+ passes
- Private lessons 8 unique members (15 uses)
- Water fitness passes 27 unique members (114 uses)
- **Total participants for February 154(248)**



February Events

- LTS Winter session 3 began February 25th - M/W 1:15-2pm, T/TH 5:30-6:15pm
- New Swim Gym program began February 25th
- Taught lessons and aerobics
- Covered guarding shifts
- Recertified CPO
- Community First Aid and CPR/AED for part time staff
- Worked on summer program schedule
- Updated big screen slides

Upcoming March Events

- Summer brochure to printer
- LGT class March 28-30
- March 2nd last day of LTS Winter Session 2 (Sat am classes)
- March 28th last day of LTS Winter Session 3
- March 16th registration for LTS Spring Session 1
- March 28th registration for LTS Spring Session 2

Bill Beecher, Competitive Coordinator

- Setup and supervised the Region C High School swimming Championship (95 swimmers)
- Setup and supervised Region IV High School swimming and Diving Championship (175 Swimmers and Divers)
- Setup and supervised the Virginia Tech Invitational (175 Swimmers)
- Setup and supervised the VHSL AA & A State swimming and Diving Championship (625 Swimmers)
- Met and talked on phone with individuals about Age Group Champs and Sectionals
- Met with Va. Tech officials about the Zone Diving Championship
- Coached Masters

Wayne Hunter, Maintenance Superintendent

- Replaced relay P A C unit #3
- Ice machine cleaned
- Repaired tile on competition pool
- Mark David Graham took C P O class
- Replaced broken grates on pool deck
- Replaced broken hooks in locker rooms
- Installed new boiler pumps
- Replaced broken board on call button on elevator
- Rebuilt competition pool pump
- Order new soc duct P A C unit #1
- Monthly exterminating
- Ac repaired lifeguard office
- Trane install new gas valve on P A C unit #4

