



Lindsay M. Meyer

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## PROFESSIONAL EXPERIENCE

November 2006-current

The Ohio State University Department of Recreational Sports Columbus OH

### **Coordinator, Adapted Recreational Sports and Learn to Swim Program**

*Supervisor- Marci Guckeyson, Assistant Director- Community Programs*

#### Programming

- Administer, organize, and direct Adapted Recreational Sports (ARS) program operations (10 program classes per week)
- Administer, organize, and direct Learn to Swim (LTS) program operations (55 program classes per week)
- Administer, organize, and direct Let's Play Sports (LPS) and Active Adults (AA) program operations (over 50 program classes per week)
- Administer, organize, and direct private and semi-private swim lesson program for 50+ participants each quarter
- Create successful new private swim lesson system based on participant and instructor feedback. New system enables participants to register online, as well as increase the number of lessons the program instructors are capable of teaching, in addition to positively improving communications with the aquatics area
- Administer, organize, and direct operations in Child Watch room
- Recruit and coordinate program participants (450+)

#### Personnel

- Recruit, interview, select, train, supervise, schedule, counsel, and evaluate 65+ undergraduate and graduate student staff and volunteers/interns, including a graduate administrative assistant
- Conduct coaching sessions with all first-quarter staff, as well as program supervisors and graduate administrative assistant
- Develop, monitor, and update Carmen, a Desire2Learn online educational course management resource, to track staff progress on quizzes, certifications, and trainings
- Administer raises and promotions to all 65+ staff when requirements are met
- Responsible for payroll of staff

#### Administrative

- Develop, monitor, and work within \$150,000+ budget
- Establish and maintain numerous outreach groups, including Buckeye Connections (\$40,000 in revenue), Community Connections (\$4000+ in revenue), Buckeye Village ACCESS center (\$2700 in revenue), Friendship Circle (\$1600 in revenue), Learning Never Ends (\$1200 in revenue), and various others
- Develop and administer policies and procedures
- Develop and begin administration for first time ever in evaluating satisfaction of participants in both ARS and LTS (overall satisfaction for ARS is 6.85 on a 7 point scale)
- Analyze current utilization patterns including quarterly satisfaction survey assessments and make adjustments accordingly
- Responsible for day-to-day customer service operations
- Process all program registrations through CSI Spectrum Management and CSI NG and record-keeping of participants
- Schedule and assist in the planning of special events such as regional Wheelchair Rugby tournament, National Wheelchair Basketball Tournament, Global Fest Late Night, etc
- Attend/plan various professional development opportunities for staff and academic programs on campus to increase awareness of program and inclusion capabilities of department
- Schedule facility space, activities, and staff and maintain relationships for numerous outreach and partnership events
- Work closely with marketing in generating new ideas and plans in recruiting more participants and displaying information in creative and aesthetically pleasing way (developed marketing campaign for 2008-current for all programs)
- Survey current students registered with Office for Disability Services in order to expand programming to include Ohio State students
- Establish relationships with various university and community entities such as Center for Wellness and Prevention, Office for Disability Services, UNITY (students with disabilities student group), and many more
- Provide accommodation plans for patrons who request assistance to provide an inclusive atmosphere

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- Serve on various committees including the planning committee for the premiere of the Midwest Regional Disability Lifestyles Conference and Expo, department liaison for Metro High School partnership, and numerous department search teams
- Responsible for risk management of all programs
- Order, purchase, and take regular inventory of supplies and equipment

October 2009- current

The Association for the Developmentally Disabled

Columbus OH

### **Independent Contractor, Buckeye Connections**

*Supervisor- Mel Rhoads, Program Director*

- Recruit, interview, train, and hire personnel for new program for adults with developmental disabilities

September 2009- current

The Ohio State University

Columbus OH

### **Advisor, Bucket and Dipper**

- Advise junior class honorary of 30 students
- Supervise treasurer and oversee financials of the group
- Assist in the Illibuck pass- a long standing tradition between Ohio State and the University of Illinois
- Assist in service projects, recruitment of new members, fundraisers, and public relations

Spring 2009-current

The Ohio State University Department of Recreational Sports

Columbus OH

### **Advisory Member, Sport and Wellness Scholars**

*Supervisor- J. Michael Dunn, Director- Recreational Sports Learning*

- Assist in recruiting new students, attend orientations, and help to plan and execute first week experience for the first class of Sport and Wellness Scholars
- Mentor 35 student scholars in not only their academic endeavors, but personal and professional as well
- Create online course management learning resource site on Carmen for scholars to view information, take quizzes, and view applicable calendars

October 2008-February 2009

The Ohio State University Department of Recreational Sports

Columbus OH

### **Interim Assistant Director, Age Groups and Camps Program**

*Supervisor- Elizabeth Davis, Associate Director- Programming*

- Administer, organize, and direct all Age Groups and Camps and Adapted Recreational Sports Programs, including day and break camps, Let's Play Sports, Learn to Swim, Adapted Recreation, babysitting room, birthday parties, Active Adults, and special events (7 days of programming and over 500 weekly participants on average)
- Develop marketing plan for summer camp (180 weekly campers), utilizing technology and creative design to reduce marketing costs by more than \$2000
- Finalize details on staffing and administration of new Snow Day Camp
- Supervise over 80 student staff and volunteers, including 8 program supervisors and 1 graduate administrative assistant
- Collaborate with marketing department to implement winter quarter's marketing plan, as well as how to better promote low revenue producing and low enrollment programs
- Develop, monitor, and work within \$535,000+ budget
- Develop policies not currently in place regarding day camp registration deadlines, babysitting room hygiene, Let's Play Sports learning outcomes, and staff evaluation and development
- Conduct coaching sessions with all first-quarter staff, as well as program supervisors and graduate administrative assistant
- Develop interim plan utilizing current staff's strengths and realigning responsibilities, including replacing and training 2 new program supervisors
- Implement new online satisfaction survey process for all participants to be more "green" and to increase return rates, as well as have paper copies on hand for participants who would rather evaluate us in that medium
- Partner with different campus and community partners such as Ohio Union, Working Mother's Support Network, Skyhawks Sports Camps, Buckeye Village, and numerous others to design programs, present at lunch-and-learns, supplement our programs, and overall improve our programs

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September 2007-current

The Ohio State University

Columbus OH

**Advisor, Sports F.U.S.I.O.N.**

- Created Sports F.U.S.I.O.N. (Finding Unified Sports in OSU's networks) student group to introduce students with and without disabilities to the recreational services available to them on campus
- Partner with numerous campus and community entities, including the Outdoor Adventure Center, Unity (a student group for students with disabilities), Blaze Sports, and more
- Advise student leadership board of four and
- Assist in fundraising efforts
- Offer programming suggestions for quarterly social recreational event and quarterly large-scale recreational trip, schedule facility spaces for events and secure needed resources

September 2007-June 2008

The Ohio State University Department of Recreational Sports

Columbus OH

**Advisor, Sport Clubs**

*Supervisor- Michael Skalak, Graduate Administrative Assistant, Sport Clubs*

- Advisor for appeal and review committee of ten sport club participants and office staff representative
- Created online registration course for clubs to complete required trainings such as sexual Harassment and Traditions, as well as provide a "grade" indicating progress of requirements
- Online system includes multitude of education resources such as alcohol awareness, budgeting principles, and sportsmanship resources. Protocol such as securing officials, travel procedures, and equipment recommendations included as well. System has capability of tracking progress and amount of time spent on each area by participant
- Evaluate each of the 80+ sport clubs based on the MAUT analysis (how well the club does in community service, positive community image, fund raising, etc)
- Approve and review new sport clubs
- Determine interaction levels and processes with other committees (for example, Budget and Sportsmanship)
- Executive summary written detailing how many clubs are approved, meetings minutes, how the committee made decisions, and demographics of committee and clubs

September 2006-September 2007

The Ohio State University Department of Recreational Sports

Columbus OH

**Advisor, Sport Clubs**

*Supervisor- Bryan Harris, Assistant Director of Recreational Sports- Sport Clubs*

- Advisor for budget committee of ten sport club participants and office staff representative
- Help develop an intricate budget system that takes into account MAUT scores (how well the club does in community service, positive community image, fund raising, etc), need, and divisional monies
- Responsible for planning and conducting meetings concerning the implementation of a new budget system
- Responsible for the overview and approval of budget applications of all seventy-three sport clubs
- Decide financial implications of misconduct and interaction levels and processes with other committees
- Devise system so that money is received at the beginning of the school year rather than towards the end as previously done
- Create system for increasing money allocations from University, Alumni, and present members
- Executive summary written detailing how many budgets were approved, meetings minutes, how the committee made decisions, and demographics of committee and clubs

September 2006-September 2007

The Ohio State University

Columbus OH

**President, Sports Management Association**

*Advisor- Brian Turner, Assistant Professor*

- Responsible for planning and conducting two interview days for forty prospective sports management graduate students, including the individual scheduling and coordination of graduate assistantship interviews and professor interviews, develop and present information on the Sport and Exercise Management program during the interviews to lure students to attend OSU, all aspects of event management- research, design, planning, coordination, and evaluation
- Strategically plan and conduct all organizational meetings with faculty advisors, vice president, treasurer, secretary, and alumni chair
- Design and implement system for students to apply for and receive professional development money based on volunteer hours completed, involvement in fund raising for the program, and overall commitment to the field of sports management
- Represent sixty sports management graduate students

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- Perform other leadership duties related to the organization of professional development opportunities, fundraising and social and recruitment activities

Fall 2006-June 2007

The Ohio State University Athletic Department

Columbus OH

**Volunteer, Event Management**

*Supervisor- Scott Neeley, Event Management Graduate Administrative Assistant*

- Assist in event management of Big Ten Championship in swimming by helping with timing the swimmers and coordination of swimmer's personal belongings
- Assist in event management of Big Ten Men's Championship in volleyball by ensuring the safety of players and fans in keeping the courts clear of extraneous volleyballs

September 2006

The Ohio State University

Columbus OH

**Volunteer, Octagon**

*Supervisor- Matt Chelap*

- Work with ESPN College Gameday crew and Octagon at VIP tent. Greeted Home Depot and ESPN VIPs, issued VIP bags and tickets to all, and catered to their needs throughout the broadcast displaying superb customer service
- Display marketing materials for Home Depot in high traffic camera areas

June 2006-August 2006

The Ohio State University Department of Recreational Sports

Columbus OH

**Camp Director, Age Groups and Camps Program**

*Supervisor- Jilaine Anderson, Assistant Director- Age Groups and Camps Program*

- Supervise, train, and evaluate 22 student counselors and 3 undergraduate and graduate program supervisors
- Oversee each week of Discovery and Sports camps, with a total of 120 children and 5 junior leaders a week for 10 weeks
- Responsible for scheduling and payroll of all 25 staff
- Responsible for program purchases
- Communicate schedule and notices via email and newsletters to parents to ensure consistent and accurate information flow
- Design and implement behavior management plans when necessary
- Work closely with other areas (i.e. aquatics, facilities, marketing, etc) in order to run camp as effectively as possible for entire department
- Responsible for registration process, including preprogram registrations, Parent Open House, payment processes, and weekly schedule changes

May 2005-November 2006

The Ohio State University Department of Recreational Sports

Columbus OH

**Graduate Administrative Assistant, Age Groups and Camps Program**

*Supervisor- Jilaine Anderson, Assistant Director- Age Groups and Camps Program*

- Supervise, train, and evaluate all student staff- 36 instructors, 4 supervisors
- Assist in recruiting, interviewing, hiring, background checks, and training of staff
- Oversee all camps, swim lessons programs, sports instructional programs and Active Aging programs, babysitting room, birthday parties and ensure that programs are being run smoothly
- On-site supervisor for all programs, resulting in higher customer service satisfaction and less registration errors
- Responsible for scheduling of staff, payroll of all forty staff, and program purchases
- Responsible for risk management of program, including but not limited to accident/incident reports and behavior management plans
- Train Welcome Center staff in order to increase accuracy of program knowledge
- Assist in marketing programs
- Process hundreds of paper and online registrations and payments each quarter

January-April 2005

Walnut Ridge High School

Columbus OH

**Athletic Director's Intern**

*Supervisor- Nikki Keyton, Athletic Director*

- Work directly with Athletic Director assisting in program budgeting, event management, fall sports scheduling and game contracts, and eligibility

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- Gained experience in event management through basketball season- setting up and tearing down the gym, confirming and greeting officials, confirming and paying event staff, including officials, police officers, ticket takers, and score keepers
- Fill out football, volleyball, cross country, soccer, tennis, and other fall sports game contracts and send to visiting schools to be confirmed
- Check winter and spring sports athletes' grades and entered eligible players into a database to be sent to the district
- Help oversee a newly founded student focus group

September 2004-June 2005

The Ohio State University Department of Recreational Sports

Columbus OH

### **Intramural Supervisor**

*Supervisor- Corinne Taylor, Intramural Coordinator*

- Maintain order and enforce rules on field, front line for solving on-field problems
- Train incoming officials through workshops in flag football, indoor and outdoor soccer, basketball and evaluate on paper and face-to-face throughout season
- Provide for participant safety by inspecting fields, equipment, being knowledgeable of rules, regulations, and mechanics and ensuring officials' knowledge as well
- Enforce ID and eligibility rules

March 2004-June 2005

The Ohio State University Department of Recreational Sports

Columbus OH

### **Intramural Sports Official**

*Supervisor- Corinne Taylor, Intramural Coordinator*

- Officiate indoor and outdoor soccer, flag football, and took basketball officiating class
- Maintain order and enforce rules on field, front line for solving on-field problems
- Knowledge of rules and mechanics for each sport
- Assist equipment managers and supervisors in enforcing ID and eligibility rules

March 2004-June 2005

The Ohio State University Department of Recreational Sports

Columbus OH

### **Intramural Office Worker**

*Supervisor- Corinne Taylor, Intramural Coordinator*

- Provide customer service in person and on phone by addressing participants' complaints, questions, and general comments and concerns
- Utilize word processing, databases, FrontPage, responsible for daily scorecards and other vital paperwork, update program roster violations and scores manually and on internet

March 2004-May 2005

The Ohio State University

Columbus OH

### **Student Teacher**

- 12 hours Summer 2004 at OSU Child Care Center doing a motor development case study on preschoolers and kindergartners
- 25 hours Spring 2004 with children with slight-severe disabilities in physical activity setting

January -March 2004

The Ohio State University Department of Recreational Sports

Columbus OH

### **Intramural Intern**

*Supervisor- Ken Hill, Assistant Director of Recreational Sports- Intramurals and Special Events*

- Responsible for marketing X-Box tournament by recruiting players and signing them up to play in tournament, tracked usage and issued prizes

January -February 2004

The Ohio State University Department of Recreational Sports

Columbus OH

### **Sport Clubs Intern**

*Supervisor- Bryan Harris, Assistant Director of Recreational Sports- Sport Clubs*

- Assist Director in designing document templates, participating in meetings and offering feedback
- Provide customer service in person and on phone by addressing participants' complaints, questions, and general comments and concerns

2003-Fall 2005

CESA Soccer Club

Columbus OH

### **CESA Soccer Coach**

*Supervisor- Jesse Francis, Youth and Semi-Professional Soccer Trainer*

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September 2000–August 2005 New Albany Country Club New Albany OH

**Swim Lesson Coordinator and Lifeguard**

*Supervisor- Jerry Manahan, Fitness Director*

- Maintain large swim lesson program budget
- Responsible for instructors' payroll and charging members
- Manage 10-20 lifeguards and swim instructors
- Schedule all swim lessons- private, semi-privates, and group
- Implement and evaluate all aquatic programs
- Teach swim lessons from ages infant to adult, privates to groups

1996-current

Various Central Ohio communities

**Childcare**

*Deanna Gerlacher, Primary Client*

**EDUCATION**

2006 –June 2007 The Ohio State University Columbus OH

**Master of Arts, Sport and Exercise Management**

- 3.82 cumulative GPA

2005 – August 2006 The Ohio State University Columbus OH

**Master of Education, Early Childhood**

- 3.86 cumulative GPA
- Student teaching experiences in preschool, first grade, and third grade

2001 – June 2005 The Ohio State University Columbus OH

**B.S. in Education, Sport and Leisure Studies, emphasis on coaching and management;**

**Early Childhood Education curriculum for M.Ed.**

- Graduated magna cum laude, 3.72 Cumulative GPA, 3.87 Major GPA (4.0 scale)
- 4 year Honors Student
- University Scholarship recipient
- Dean's List eleven out of thirteen quarters

**PROFESSIONAL DEVELOPMENT/RELATED EXPERIENCES**

- Attended customer service training by Ritz Carlton Leadership Center at The Ohio State University, September 2009
- Attended Intergroup Dialogue Training at The Ohio State University, August 2009
- Create and chair Adaptive and Inclusive Recreation work team in National Intramural-Recreational Sports Association (NIRSA), with the primary charge being to provide all colleges and universities the resource and expertise of inclusion specialists and educating on laws and procedures
- "Inclusion- Sounds great but what can I do??" presentation at 2009 National Intramural-Recreational Sports Association (NIRSA) conference in Charlotte, North Carolina
- "Inclusion- Sounds great but what can I do??" presentation at 2008 Ohio Recreational Sports Association (ORSA) conference hosted by Ashland University
- Part of a Youth Programming research project group, whose focus is to develop standards and identify best practices for Youth Programming in campus recreation
- "How to train a slam-dunk summer camp staff" presentation at 2008 National Intramural-Recreational Sports Association (NIRSA) conference in Austin, Texas
- Attended the 2007 Diversability Summit in Columbus Ohio regarding recruiting, hiring, and retaining people with disabilities
- "Adapted Recreational Sports at The Ohio State University Has Something for Everyone" presentation at 2007 Epilepsy Foundation conference, Columbus, Ohio
- Created Sports F.U.S.I.O.N. (Finding Unified Sports in OSU's Networks) student organization for the recreational pursuits of students with and without disabilities
- "How to Train a Slam-dunk Summer Camp Staff" presentation at 2006 Ohio Recreational Sports Association (ORSA) conference hosted by The Ohio State University
- Research project regarding what current Ohio State students registered with the Office for Disability Services want in regards to recreational programming. Conducted in partnership with the Recreational Sports Research Institute for College Recreational Sports and Wellness. Completed in May 2007
- Related coursework- Problems in Interscholastic and Intercollegiate Athletics (Dr. Chad Seifried), Contemporary Issues In Recreational Sports Administration (J. Michael Dunn), Media Technology in Education, Teaching as a Professional, Pedagogical Studies, Classroom Management

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- Three proposals accepted for presenting at NIRSA 2010, Presenter at 2009 NIRSA conference in Charlotte, North Carolina, Presenter at 2008 ORSA conference in Ashland, Ohio, Presenter at 2008 NIRSA conference in Austin, Texas, attendee at 2007 Athletic Business Conference in Orlando, Florida, scholarship recipient and attendee at 2007 NIRSA Conference, presenter at 2006 ORSA Conference, attendee at 2006 NoCRSA State Workshop, attendee at 2005 Student Lead-On Conference, attendee at 2004 ERSI Conference

### **CERTIFICATIONS AND PROFESSIONAL ASSOCIATIONS**

- National Intramural-Recreational Sports Association (NIRSA) member
- Ohio Recreational Sports Association (ORSA) member
- North Carolina Recreational Sports Association (NoCRSA) member
- AED, CPR, and First Aid certified
- American Red Cross Water Safety Instructor (WSI) certified
- Supervisor Training to Enhance Performance (STEP) program graduate
- National Youth Leadership and Bullying training classes completed
- Certified advisor for student organizations at Ohio State University
- Question, Persuade, Refer (QRP) Suicide Prevention certified

### **VOLUNTEER/COMMUNITY SERVICE EXPERIENCES**

Fall 2007-current

#### **Project Mentor, a Big Brothers Big Sisters project**

Summer 2004-June 2005

#### **Buckeye Official's Association President**

1999-current

#### **Tutoring**

1998-current

#### **Marathon/Health Events Volunteer**

1998-current

#### **Special Olympics Assistant**

### **TECHNOLOGY SKILLS**

- Proficient at:
    - Keyboard skills
    - Print Shop and Print Master
    - Lotus 123, Word Perfect
    - Computer networking
    - Carmen (OSU online educational resource)
    - Windows 95, 98, ME, 2000, XP, XP Professional, Vista and all related programs
    - All Microsoft Office programs (including FrontPage)
  - Outlook, Internet email programs
  - CSI Spectrum Management, NG, and all related components
  - Digital imaging
  - PC Charge Pro
- Able to effectively operate office machines such as copiers, fax machines, computers, scanners, printers, etc

### **AWARDS/HONORS**

- Student group, Sports F.U.S.I.O.N., won Outstanding Student Organization Innovation Award at Ohio State (2008)
- Recipient of a Special Recognition Award from the Office for Disability Services for assistance and support of students with disabilities (2008)
- "The Above and Beyond Award" for commendable leadership and dedication to Ohio State Sport Clubs (2007)
- Andy Geiger award recipient for exemplary leadership and service to The Ohio State University's Sports Management Master's program (2007)
- Bessner/Sells scholarship recipient for 2007 NIRSA conference
- Captain of semi-professional soccer team
- Valedictorian of high school senior class of 377



References for Lindsay M. Meyer

**J. Michael Dunn, Director**

*Mentor, The Ohio State University Department of Recreational Sports*  
Room B106  
Recreation and Physical Activity Center  
337 W. 17th Avenue  
Columbus Ohio 43210  
614.688.5386

**Elizabeth Davis, Associate Director, Non-competitive programs**

*Supervisor, The Ohio State University Department of Recreational Sports*  
Room B106  
Recreation and Physical Activity Center  
337 W. 17th Avenue  
Columbus Ohio 43210  
614.688.3268

**Marci Guckeyson, Assistant Director, Community Programs**

*Supervisor, The Ohio State University Department of Recreational Sports*  
Room B106  
Recreation and Physical Activity Center  
337 W. 17th Avenue  
Columbus Ohio 43210  
614.292.5328

**Jilaine Anderson, Owner, Buckeye Sports Kids DBA JumpBunch of Central Ohio**

*Previous Supervisor, The Ohio State University Department of Recreational Sports*  
614.403.7681

**Bryan Harris, Director**

*Previous Supervisor, University of Dayton*  
RecPlex, Rm M26D  
300 College Park  
Dayton Ohio 45469-0790  
937.229.2731

**Kenneth Hill, Assistant Director- Intramurals and Sport Clubs**

*Mentor, The Ohio State University Department of Recreational Sports*  
Room B106  
Recreation and Physical Activity Center  
337 W. 17th Avenue  
Columbus Ohio 43210  
614.292.5292

**Dr. Brian Turner, Assistant Professor**

*Professor and student organization advisor, Sport and Exercise Management, The Ohio State University*  
A264 PAES Building  
305 W. 17th Avenue  
Columbus Ohio 43210  
614.247.8374

**Dr. Chad Seifried, Assistant Professor**

*Former Professor and student organization advisor, Louisiana State University*  
cseifried@lsu.edu

**Deanna Arthurs, client**

*Swim lesson and babysitting client*  
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