

Michelle Rieger

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EDUCATION

PhD - Leadership, Health and Human Performance

Concordia University Chicago, Expected graduation December 2019

Master of Science in Education - Exercise Physiology/Adult Fitness

University of Akron, May 2014

Bachelor of Arts - Psychology

University of Akron, May 1993

CERTIFICATIONS AND TRAININGS

A.L.I.C.E.-Active shooter training

American Council on Exercise-Group Fitness Instructor

American Red Cross-Instructor Trainer, Instructor, and Participant-WSI, LGI, FA/CPR/AED, BLS

Aquatic Exercise Association-Group Exercise Instructor

American Swim Coaches Association-Level 1 Coach

CDC-Heads Up! Concussion in Youth Sports Training

Cleveland State University-Child Abuse Recognition

Desert Southwest Fitness-Essential Aqua Pilates, Ai Chi

FiTOUR-Pilates Practitioner

Les Mills-Body Pump Instructor

MADD DOGG ATHLETICS-Spinning Instructor

National Swimming Pool Foundation-CPO, NSPF Instructor

Pink Gloves Boxing-Master Trainer

WOODWAY-Treadmill Maintenance

PROFESSIONAL WORK EXPERIENCE

Cleveland State University Campus Recreation, Centers LLC

Associate Director Director-Programming & Operations, July 2017-present

- Full responsibility for the functional operation of the department as it relates to facility staffing, scheduling, maintenance, custodial services; member & guest services; marketing & advertising; technology; aquatics & safety; fitness & wellness; competitive sports; camps; outdoor recreation; student development; special events; and assessment.
- Provide guidance and direction along with other Senior Leaders.
- Directly lead and professionally develop five full-time professional staff members.
- Indirectly lead and professionally develop two full-time professional staff members, nine graduate supervisors, and two-hundred part-time staff members.
- Prepare, forecast, and manage the facilities, operations, and programs annual operating budget which includes revenue generation.
- Coordinate vendor relationships including maintaining contract specifications and state required competitive bid processes.
- Research and recommend methods and materials for facility projects of all sizes.
- Serve as the Recreation Services project manager for building renovations and major physical repairs.
- Responsible for the development and enforcement of policies and procedures for the Recreation Center.

- Department liaison to other university departments and services
- Coordinate departmental development and improvement efforts through staff task groups
- Coordinate departmental goal setting efforts
- Started and serve on the committee for the CENTERS, LLC Employee Wellness initiative
- Consult for CENTERS, LLC on special risk management projects
- Presentations:
 - CPR Review
 - Code Pink: Handling a Missing Persons Incident
 - How to Diffuse an Angry Customer
 - Proper Biohazard Clean Up
 - Proper Scanning
 - Public Speaking: Removing the 'Ums'
- Media and Public Outreach
 - Fox 8 News-Drowning prevention and recognition piece
 - Newsnet 5 Now Cleveland-Health & wellness during the holidays
 - Campus Recreation Magazine-Viking Escape

Cleveland State University Campus Recreation, Centers LLC

Associate Director Director-Facilities & Operations, July 2016-June 2017

- Full responsibility for the functional operation of the department as it relates to facility staffing, scheduling, maintenance, custodial services; member & guest services; marketing & advertising; technology; student development; special events; and assessment.
- Provide guidance and direction along with other Senior Leaders.
- Directly lead and professionally develop three full-time professional staff members.
- Indirectly lead and professionally develop two full-time professional staff members, three graduate supervisors, and one-hundred part-time staff members.
- Prepare, forecast, and manage the facilities and operations annual operating budget which includes revenue generation.
- Coordinate vendor relationships including maintaining contract specifications and state required competitive bid processes.
- Research and recommend methods and materials for facility projects of all sizes.
- Serve as the Recreation Services project manager for building renovations and major physical repairs.
- Responsible for the development and enforcement of policies and procedures for the Recreation Center.

Cleveland State University Campus Recreation, Centers LLC

Assistant Director-Aquatics, Fitness, and Safety, July 2014-2016

- Directly oversaw and professionally developed Fitness & Wellness Coordinator, Graduate Supervisor of Aquatics & Safety, Graduate Supervisor of Facility Rentals & Risk Management
- Chairperson of the Risk Management Committee which researches, analyzes, educates, and evaluates the department daily practices and staff preparedness in regards to risk
- Creator, mentor, and mediator of the Student Risk Management & Training Team which is responsible for furthering the risk management education of the part-time staff members
- Executed record maintenance including department staff employment records, staff certifications, and risk management documents
- Department liaison to university athletic department and FAST in regards to swimming pool rentals and operations

- Assist in planning pool paintings, cleanings, filtration replacement, and routine maintenance
 - Assist in swim meet planning and operation including Horizon League Conference Championships, National Senior Games, International Gay Games, National Transplant Games
- Scheduled department aquatic facility rentals including community, camps, fitness, and adventure recreation
- Active on the project team responsible for the renovation of the Fitness & Wellness suite
- Streamlined and simplified program registration, refund, and cancellation policy
- Rewrote and revised department risk management manual and emergency action plans
- CSI support for program staff
- Active in Centers risk management program of innovation
- Managed \$179,000 department budget for Aquatics & Safety
- Oversaw \$168,000 department budget for Fitness & Wellness
- Developed Aquatic & Safety program planning and evaluation including learn to swim program, private swim sessions, and safety certification classes
- Developed Vikes to the Rescue-customized certification and safety program
- Co-Creator and facilitator of Viking Escape
 - A unique, interactive team building challenge that requires critical thinking, decision making, problem solving, team work, and time management to escape a room.
- Student Development committee member, actively participating in planning and presenting educational workshops for students and staff
- Organize student resume review and mock interviews

Cleveland State University Campus Recreation, Centers LLC

Aquatics & Safety Coordinator, May 2013-July 2014

- Directly oversee and professionally develop Graduate Supervisor of Aquatics & Safety
- Directly oversee 45 Aquatic & Safety Staff
- Develop Aquatic & Safety program planning and evaluation including learn to swim program, private swim sessions, and safety certification classes
- Manage \$179,000 department budget for Aquatics & Safety
- Chairperson of the Risk Management Committee
- Creator, Mentor, and Mediator of the Student Risk Management & Training Team which is responsible for furthering the risk management education of the part-time staff members
- Execute record maintenance including department staff employment records, staff certifications, and risk management documents
- Student Development committee member, actively participating in planning and presenting educational workshops for students and staff
- Midtown Cleveland Healthline Classic 5k/10k Planning Committee member

Shaw JCC

Group Fitness Instructor & Private Swim Coach, May 2012-May 2013

- Spinning, Pilates, Strength, and Private Swim

Akron Area YMCA

Group Fitness Instructor, May 2010-May 2013

- Strength and Pilates

Peak Performance Athletic Center

Group Fitness Instructor, November 2010-May 2013

- Spinning, Pilates, Kickboxing, and Boot Camp

City of Wadsworth Recreation Department, Wadsworth, Ohio

Aquatics & Fitness Manager, May 1999-April 2011

- Maintained safety equipment, filtration equipment, cleaning equipment and water quality for 2 outdoor swimming pools and 1 indoor swimming pool
- Assisted Director of Recreation and Law Director with the bid packet for the \$100,000 outdoor pool filtration replacement
- Submitted redesign plans to ODH for the \$100,000 outdoor pool filtration replacement project
- Project Manager for the \$100,000 outdoor pool filtration replacement project
- Project Manager for the redesign of the fitness center facility including purchasing and maintenance of equipment
- Scheduled pool and facility rentals, including swim teams, day care facilities, church groups, and private parties
- Vendor relations with area aquatic and fitness companies
- Trained office staff on program registration and processes for aquatic, fitness, and children's programs
- Designed and directed record maintenance system for department staff employment records, staff certifications and risk management documents
- Maintained department website
- Maintained facility statistics including monthly and annual membership, daily usage, program participation, and program revenue
- Produced marketing materials for Aquatics & Fitness programs including flyers and hot cards
- Assisted Director of Recreation with department budget, payroll, and daily banking
- Directly supervised an Aquatic Staff of over 80 individuals
- Directly supervised a Fitness Staff of 10 instructors and trainers
- Developed Aquatic program planning and evaluation including over 60 group swim lesson sessions per month, private swim sessions, boating safety classes, synchronized swim program, water fitness classes, triathlon training program, and week-long competitive swim day camps
- Developed Fitness program planning and evaluation including 20 group fitness classes per week, personal training, and sport specific training for golf and distance running
- Instructed American Red Cross LGI, WSI, Lifeguarding, CPR and Boating Safety classes
- Developed and supervised the annual week long Competitive Swimming Summer Day Camp for 30 children ages 6-16
- Implemented aquatic, fitness and safety badge programs for local Girl Scout and Boy Scout troops
- Organized city wide recreational volleyball tournament benefitting local women's shelter
- Produced a highly requested series of department fitness videos shown on local cable station daily
- Implemented a women's only triathlon training program for 20 participants

Firestone Akron Swim Team, Akron, Ohio

Assistant Age Group & High School Swim Coach, 2000-2007

- Coached swimmers ages 6-22 of varying levels from developmental to National level

ORGANIZATIONS

ORSA/NIRSA

Member, 2013-present

- Professional Development Committee Member, 2014-present-Student development opportunities and scholarship selection
- Professional Development Committee Co-Chair, 2016-present
- 2018 NIRSA Presentation Reviewer
- 2018 Summer Outreach Presenter
 - Professional Development Roundtable
- 2017 NIRSA Mentor Program
 - Mentor to a Facilities Coordinator from Texas A&M
- 2017 NIRSA Presentation Reviewer
- 2017 ORSA State Workshop Presenter
 - Opening Session & Business Meeting Presenter
 - I'm a GA, now what?
- 2017 Summer Outreach Presenter
 - I'm a GA, now what?
- 2017 NIRSA Annual Conference Presenter
 - Viking Escape
- 2017 ORSA State Workshop Presenter
 - Viking Escape
 - Networking 101
- 2016 Region III Lead On Planning Committee-Host site general planning
- 2016 Region III Lead On Presenter
 - The Power of an Internship
 - Student Risk Management Made Fun
 - Viking Escape
- 2016 Summer Outreach Presenter
 - Creating a Successful Pre-Season Supervisor Training
- 2015 ORSA State Workshop Presenter
 - ORSA/NIRSA Scholarships: What's it all about?
 - Networking 101: Creating Meaningful Connections
 - Group Fitness Instructors & Personal Trainers: Putting on the Perfect Performance
- 2015 Summer Outreach Presenter
 - ORSA/NIRSA Scholarships: What's it all about?
- 2014 ORSA Planning Committee-Social organization and general planning
- 2014 ORSA State Workshop Presenter
 - Risk Management Made Fun
- 2013 ORSA State Workshop New Professional Scholarship Recipient

All Ohio Aquatics Roundtable

Member 2008-present

- Discussions on current topics in aquatic management including Ohio Health Department regulations, VGB Act, staff training, programming, and revenue generation