

Kurt W. Schooley

5028 Edgeley Drive
Hilliard, Ohio 43026
schooley_osu@hotmail.com
(614) 735-8523

WORK EXPERIENCE

- June 2011 to Present **The Ohio State University - Recreational Sports** **Columbus, OH**
Assistant Director- Satellite and Outdoor Facilities (Aug 2012-Present)
Interim Assistant Director- Satellite and Outdoor Facilities (June 2011-July 2012)
Dave DeAngelo, Direct Supervisor
Diane Jensen, Direct Supervisor
- Lead and manage the operation of the Adventure Recreation Center (ARC), three Jesse Owens Recreation Centers (JORC), North Recreation Center (NRC) and approximately 80 acres of outdoor facilities (ODFM)
 - Coordinates the hiring, training, coaching, supervision, leadership, development, and evaluation of four professional staff, three graduate administrative associates (GAA), and student employees for the satellite and outdoor facilities area
 - Assist with creation of \$750,000 departmental annual capital improvement project list
 - Coordinates the creation of the annual \$1.1 million budget for supplies and services and student staff wages for ODFM, JORC, NRC and the ARC
 - Make weekly rounds of all Satellite and Outdoor Recreational Facilities. Check for safety, security, maintenance and custodial items.
 - Serve as construction project team member for department. Oversee completion of construction projects and make progress reports to appropriate personnel
 - Coordinate punch-out and final payment of projects
 - Coordinate staff orientation and in-service meetings. Emphasize customer service and consistent application of the policies and rules.
 - Pick up loose trash around facilities
 - Promote the department mission, vision and values in word, deed, and action
- July 2007 to May 2011 **The Ohio State University - Recreational Sports** **Columbus, OH**
Coordinator- Satellite and Outdoor Facilities
Diane Jensen, Direct Supervisor
Jimmy Francis, Direct Supervisor
- Monitored daily facility schedules for accuracy and report discrepancies to Facility Scheduling Coordinator
 - Oversaw monitoring of weather and field conditions and cancel, postpone, delay, alter events as needed
 - Maintained daily contact with FOD Recreational Sports Grounds superintendent and staff to plan and coordinate daily and recurring events, maintenance tasks, renovation projects, etc.
 - Made weekly rounds of all Outdoor Recreational Facilities. Check for safety, security, maintenance and custodial items. Follow up with appropriate responses.
 - Reviewed all ODFM facility managers' reports and senior facility manager checklists. Take appropriate actions based on reports.
 - Oversaw planning of all outdoor facility special events, supervised large scale special events
 - Conducted pre-event MOU meeting and fill out proper paperwork
 - Coordinated scheduling of staff, setup and tear down of all special events
 - Met vendors and contractors to determine costs/receive quotes, write purchase orders and review ordered materials
 - Oversaw recruitment, interviewing, hiring and training of ODFM GAA and approximately 30 student employees to staff Outdoor Facilities.
 - Coordinated quarterly staff orientation and in-service meetings. Emphasize customer service and consistent application of the policies and rules.
 - Picked up loose trash around facilities.
 - Promoted the department mission and vision statement in word, deed, and action.

July 2003 to
June 2007

University of Kansas - Recreation Services

Lawrence, KS

Assistant Director- Sport Programs

Jason Krone, Direct Supervisor

- Oversaw the administration of a comprehensive program of Intramural Sports activities with an overall budget of over \$90,000, 10,000 participants, 30 activities with as many as 260 teams each, and 100 student employees
- Responsible for the organization, instruction, management, and supervision of Intramural activities (leagues, tournaments, individual/dual events, meets, and special events). This included promotion, supervision, training, scheduling, rule enforcement, record keeping, evaluation, risk management, and award distribution
- Responsible for the recruitment, training, supervision, evaluation, staff development, discipline, evaluation, and scheduling of student Intramural employees
- Conducted teaching/instructional workshops for intramural officials to include classroom lecture and on-court/field instruction
- Promoted student leadership opportunities in officiating or other student groups
- Developed schedule and program budget; assisted in the preparation of annual budget
- Developed and administered all Intramural Sports program policies and procedures to reflect Recreation Services mission and University philosophy
- Generated program reports for participation, injuries, and incidents
- Served as Search Chair for national search of Assistant Director of Facilities position
- Completed assessment of Intramural Sports and Recreation Services program
- Implemented new system for posting Intramural schedules, tournaments, and results on the web
- Utilized IM Track and IM Online software packages to maintain all Intramural Sports leagues and tournaments.
- Served as liaison for the Intramural Sports Committee as established by Student Senate.
- Oversaw Level IV Sport Clubs. Assisted with all necessary Sport Club paperwork. This included travel request forms, purchasing forms, and other university forms.

June 2002 to
June 2003

Ohio University- Intramural & Club Sports

Athens, OH

Coordinator

Christopher Morris, Direct Supervisor

- Managed comprehensive Intramural Sports program offering 14 team sports, 18 individual/dual sports, 12 special events at a university with approximately 20,000 students, faculty and staff
- Devised and implemented new program components/operating procedures
- Coordinated Intramural Participation System (IPS) and general maintenance
- Assisted in the supervision of graduate assistants
- Oversaw payroll of approximately 200 student administrative staff and officials
- Trained and supervised all student office staff members
- Assisted in the resolution of conduct and discipline problems
- Continually evaluated program status and employee status
- Planned all service training sessions for Intramural & Club Sports
- Provided internal and external compliance for any outside sponsorship agreements
- Served "On-Call" one night per week and evaluated officials as needed
- Assisted with projections for FY 2003-2004 budget year
- Assisted in formulation of annual operational plan including providing fiscal projections to the Intramural & Club Sport Director
- Assisted in preparation of monthly and annual reports to evaluate progress of operational plan
- Liaised between Intramural & Club Sports and outside/special event groups
- Coordinated all dates and times of Interfraternity Council (IFC) and other outside special events
- Coordinated all payroll of student staff who worked these events/tournaments
- Served in an advisory role to student leadership organizations and assist in seeking outside sources for student development

- August 2001 to June 2002
- Ohio University- Intramural & Club Sports** **Athens, OH**
Graduate Assistant Director
Christopher Morris, Direct Supervisor
- Oversaw the administration of 7 team sports, 9 individual dual sports for the benefit of almost 10,000 participants on a campus with enrollment of approximately 20,000 students, faculty and staff
 - Conducted Rules Clinics, trained, supervised, evaluated, scheduled and retained game officials
 - Attended all Division of Campus Recreation Intramural Sports meetings and assisted in planning and conducting said meetings
 - Scheduled, supervised, prepared payroll and evaluated the student staff
 - Prepared Monthly Reports of activity and completed Sport Summaries
 - Supervised the adherence of established risk management policy, including administration of first aid to injuries, the completion of injury reports, and required follow-up
 - Organized and administered the Intramural Sports Special Events
 - Supervised and assisted with planning all IFC/WPA Intramural Sports Tournaments
 - Supervised, scheduled, and trained staff to coordinate all Intramural Sports Activity Registration, including planning and evaluating process
 - Acted as consultant for Intramural Sports Administrative Teams, and Officials' Association (OUSOA)

EDUCATION

Ohio University **Athens, OH**
 Master of Science in Recreation and Sport Sciences, June 2002
 College of Health and Human Services, Recreation Studies major

The Ohio State University **Columbus, OH**
 Bachelor of Science in Education, March 2001
 College of Education, Sports and Leisure Studies major
 Specialization in Leisure Management and Coaching

SPECIAL EVENT EXPERIENCE

2000-2019 **Held the following positions at over 30 National, Regional and State Events**

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <u>Co-Director, Tennis</u> <u>Officials Clinician</u> <u>Scoreboard/Scoresheet Coordinator</u> <u>Official's Clinician</u> <u>Official's Clinician</u> <u>Tournament Director</u> <u>Official's Clinician</u> <u>Director of Scheduling/Results</u> <u>Director of Scheduling</u> <u>Tournament Host</u> <u>Director of Scheduling</u> <u>Tournament Coordinator</u> <u>Scheduling Staff</u> <u>Official</u> | <ul style="list-style-type: none"> Special Olympics Ohio Summer Games Region III Basketball Officials Workshop National Flag Football Championships OSU Regional Basketball Tournament Univ. of Dayton Basketball Tournament Univ. of Kansas Basketball Tournament Missouri Basketball Tournament UWF Regional Flag Football Tournament WKU Regional Flag Football Tournament WKU Regional Flag Football Tournament OSU Regional Flag Football Tournament Ohio University Basketball Tournament Ohio University Basketball Tournament Ohio University Basketball Tournament |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

OHSAA STATE TOURNAMENT EXPERIENCE

2014-2018	Ohio High School State Football Championships <u>Timing Crew</u>	Multiple Locations
	<ul style="list-style-type: none"> ▪ Operated scoreboard for state championship football games ▪ Recorded ready-for-play whistle to ensure integrity of game clock 	
2008-2019	Ohio High School State Track and Field Meet <u>Administration/Staff Check-In</u>	Columbus, OH
	<ul style="list-style-type: none"> ▪ Assisted with staff check-in and check-out each day of the event ▪ Assisted with set-up and logistical concerns of the administration of the event. 	
2010-2019	Ohio High School State Wrestling Meet <u>Business Manager</u>	Columbus, OH
	<ul style="list-style-type: none"> ▪ Manage financial aspects of the administration of the state tournament including payroll and equipment purchasing as well as assisting the Tournament Manager with logistics and planning of the event 	
2000, 2001, 2003, 2008, 2009	Ohio High School State Wrestling Meet <u>Mat Runner</u>	Columbus, OH
	<ul style="list-style-type: none"> ▪ Distributed scoresheets and collected completed scoresheets and led wrestlers to their mat prior to matches 	
1999, 2000, 2001	Ohio High School State Track and Field Meet <u>Security Staff</u>	Dayton, OH
	<ul style="list-style-type: none"> ▪ Provided Security for track meet held at 10,000 seat Welcome Stadium 	

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

2018	ORSA State Workshop	Akron, OH
	<ul style="list-style-type: none"> ▪ Lead Presenter; “Small Fish in a Big Pond” 	
2016	NIRSA Annual Conference	Kissimmee, FL
	<ul style="list-style-type: none"> ▪ Lead Presenter; “Years Worked Does Not Equal Promotion Earned: Mastering the Art of Career Advancement in Collegiate Recreation” 	
2015	NIRSA Annual Conference	Grapevine, TX
	<ul style="list-style-type: none"> ▪ Co-Presenter; “Sustainability the smart way: Looking at facility sustainability measures” 	
2014	NIRSA School of Rec Sports Management: Level II	Baltimore, MD
2004	NIRSA School of Rec Sports Management: Level I	Indianapolis, IN
2002	Region II Conference	Miami, FL
	<ul style="list-style-type: none"> ▪ Lead Presenter; “15 Pieces of Flair: The Value of Immediate Feedback” 	

COMMITTEES, MEMBERSHIPS, AWARDS AND CERTIFICATIONS

2019	NIRSA Registry of Collegiate Recreational Sports Professionals
2019	NIRSA Nominations & Appointments Committee Member
2019	NIRSA Wasson Stud. Lead. & Acad. Awards Committee Member
2018	NIRSA Career Services Center Committee Member
2016, 2017, 2018	ORSA Social Committee Co-Chair
2011-13, 2016-17	NIRSA Annual Conference Program Committee Member
2014, 2015	NIRSA Annual Conference Expo Committee Member
2014, 2015	ORSA Nominations & Elections Committee Co-Chair
2013	ORSA Nominations & Elections Committee Member
2011, 2012, 2013	ORSA Scholarships Committee Member
2010	NIRSA Basketball Stud. Officials Development Program Member
2009-2015	OHSAA certified Basketball Officiating Instructor
2009, 2010	NIRSA NCCS Basketball Work Team Member
2007-Present	OHSAA certified Basketball and Football Official
2003-2007	KSHSAA certified Basketball Official
2003-2007	NIRSA Extramural Committee Member
2003-Present	Adult CPR/AED
2002	Ohio Rec Sports Association (ORSA) Scholarship Recipient
2001	Will Holsberry Scholarship Recipient
2000-Present	NIRSA Member