# Sarah E. Shore-Beck

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#### **EDUCATION**

# Indiana University, Bloomington, Indiana

Master of Science: Sports/Fitness Management December 2008

# Ball State University, Muncie, Indiana

Bachelor of Science: Exercise Science and Aquatics

Minor-Entrepreneurship

May 2005

#### PROFESSIONAL EXPERIENCES

# Associate Faculty, Department of Physical Education, Fall 2012-Present Ball State University, Muncie, IN

• Teach undergraduate students in the fitness/wellness core curriculum course

# Director of PARCS- Physical Education and Tourism Management, Fall 2011-Fall 2012 (Physically Active Residential Communities and Schools) Indiana University Purdue University Indianapolis, Indianapolis, Indiana

- Monitor PARCS Program, regularly visit PARCS Sites, and ensure program quality.
- Generate community awareness of and participation in PARCS by advertising, arranging and hosting events at PARCS sites, attending community and school meetings, visiting community and school leaders-expose more potential participants to PARCS
- Expand the reach of PARCS service learning outcomes. Increase the number of participants who use PARCS-enhance student learning and faculty teaching experiences while integrating life sciences into the PARCS Program.
- Develop, monitor and revise PARCS activities. Assess program impact, attend professional meetings (continuing education), and ensure PARCS activities are consistent with current best practices. Monitor the engagement of membership with a focus on achieving high retention.
- Maintain existing and create new PARCS relationships. Meet regularly with existing PARCS constituents (e.g., site administrators, staff, participants) and identify potential new partners. Build additional collaborative relationships with community partners which further the mission of PARCS.
- Oversee graduate students and Service Learning Students. Conduct weekly meetings for program status and activities- program and partnership fidelity.
- Collaborate with faculty in the general delivery of service learning activities-delegate guest lecturing scheduling and student supervision to graduate assistant-ease faculty burden of service learning delivery through PARCS.

• Maintain constant communications with PARCS Faculty Committee. Brief chair weekly and committee monthly on developments related to PARCS. Accurately and professionally represent all faculty programs related to PARCS.

# Director of Fitness – Campus Recreation, Summer 2009-Fall 2011 Ohio University, Athens, Ohio

- Responsible for the daily management, supervision, financial oversight and growth of fitness programs including equipment recommendations and supervision of payroll and purchasing
- Oversee and train fitness assistants, personal trainers, group exercise instructors, massage therapists, pay for play employees and the Employee Relations Committee
- Responsibilities also include workshops, management of massage services, and Fit for Hire programs
- Hire, train, evaluate, schedule, and supervise student and part-time employees in the fitness area
- Oversee budgeting, policies, and program safety and risk management protocols
- Work collaboratively with other units in the Division of Student Affairs and throughout the University to enhance the role of recreation
- Assist with the planning, staffing, and implementation of special events (Family 5k, Try a Tri, Fall into Fitness, The Biggest Loser, Muscle Madness and our Fitness Instructor Training Program)
- Promote the fitness program and other Campus Recreation programs and services
- Develop new programs and maintain current programs, maintain high facility standards, and present competent leadership
- Provide a safe and healthy fitness environment and implement preventative maintenance
- Oversee the management and professional development of two graduate assistants as well as undergraduate students
- Provide on-going performance feedback to students
- Provide assessment of overall efficiency and effectiveness of programs and services
- Prepare annual reports for all areas of responsibility including statistical analysis, evaluations, surveys, and activity assessments

# General Manager – Anytime Fitness, Spring 2008-Summer 2009 Anytime Fitness, Lebanon, Indiana

- Managed a 24-hour fitness facility with 900 members
- Hired and trained staff
- Prepared daily production and monthly production sheets
- Sold memberships and personal training to increase revenue of the club
- Scheduled personal training clients for the personal training staff prior to opening
- Implemented member retention and customer service programs
- Developed incentive programs to keep members motivated
- Met with major corporations regarding potential corporate memberships
- Cleaned and maintained the facility for daily show room status
- Made sure that all members were in good standing with up-to-date dues
- Gave complimentary orientations and personal training sessions to every new member

- Purchased necessary items for the club (bi-weekly)
- Assisted in all of the presales, operations and opening of the new fitness center
- Organized and planned the layout of the fitness center
- Planned the open house, first day of operations and grand opening
- Worked with the landlord to finish final build out of the fitness facility

# Program Assistant – Fitness/Wellness, Group Exercise, Summer 2007- Spring 2008 Indiana University, Campus Recreational Sports, Bloomington, Indiana

- Assisted in the supervision of approximately 35 Group Exercise leaders, leading 90+ sessions per week, totaling 73,000 annual participations
- Assisted in the supervision of 10 Mind Body leaders, leading 15 registration-based sessions per week, totaling approximately 830 annual registrants
- Assisted the group fitness administrative team in the hiring of leaders through the process of both group and individual interviews
- Provided feedback in the form of both formal and informal evaluations to current leaders at least once per semester
- Generated semester headcount spreadsheets and collected, entered, and reviewed session participation data on a weekly basis
- Strategically developed Group Exercise and Mind Body schedules based on past participation data
- Assisted in the indoor cycling program's transition from non-fee-based, drop-in sessions to a registration-and fee-based program
- Instructed both land and water group exercise classes
- Participated in planning and facilitation of staff meetings
- Created and implemented multiple incentives for instructional program and fitness patrons
- Researched and recommended training and equipment purchases
  - Collected and processed bi-weekly payroll
  - Updated and maintained equipment inventory and ensured the safety of all equipment for participants
  - Assisted with Group Exercise new leader training workshops as well as continuing education of current staff

#### **Graduate Assistant Instructor**

# Indiana University, School of Health, Physical Education and Recreation, Bloomington, Indiana

- P218: Methods for Personal Fitness Instruction (3 credit hours), Fall 2006 present
  - Lectured, graded, made assignments, assessed practicals
  - Coordinated mock client activities
  - Updated equipment practicals
  - o Coordinated "buddies" for personal motivation on a weekly basis
  - Prepared quizzes
  - o Prepared exercise progressions
  - Evaluated personal training clients to make sure that they had correct guidelines

Class size ranged from 30-36 students

# • P217: Methods for Group Exercise Instruction (3 credit hours), Fall 2006 - Present

- Lectured on and provided demonstration of multiple group exercise formats, proper cuing techniques, safety, form and alignment, and group motivation
- Conducted study sessions and gave assignments
- o Graded both written and practical exams and assignments
- Scheduled and organized practice times and spaces
- o Class size ranged from 30-36 students

# Program Assistant - Freshman and Transfer Student Orientation, Summer 2007 Indiana University, Campus Recreational Sports, Bloomington, Indiana

- Assisted in recruiting, hiring, training, supervising, scheduling, and assessing hourly staff
- Assisted with the development, planning, execution, and assessment of Recreational Sports "Sneak Peak" Orientation Sessions
- Coordinated and secured facility and equipment needs for assigned events and programs;
   managed equipment inventory
- Assisted with the development and implementation of the "Sneak Peak" orientation sessions marketing plan in conjunction with the Division Marketing Department
- Conducted meetings with the hourly program staff and assigned nightly responsibilities
- Coached and mentored hourly staff
- Conducted assessment of the "Sneak Peak" orientation sessions and used results to assist future program planning

#### **Swim Instructor**, 2006 – 2007

# Monroe County YMCA, Bloomington, Indiana

- Trained new instructors
- Taught swim lessons to members ages 6 months to 68 years

# **Operations Coordinator, Summer 2006**

# Velocity Sports Performance, Carmel, Indiana

- Assisted management with pre-opening activities and planning
- Administrated daily operations
  - Sold packages
  - o Participated in promotional activities
  - o Answered telephone and emails
  - o Operated fitness software program
  - Assisted owner and business director as requested

#### **Aquatics Director**

# Healthplex Sports Club, Indianapolis, Indiana, 2005-2006

• Hired, trained, scheduled, evaluated and supervised lifeguards and swim instructors

- Managed and/or taught group Learn To Swim programs, private swim lessons, and water classes, lifeguard training and staffing, and all pool maintenance
- Reviewed and executed aquatics budget
- Coordinated day to day operations
- Communicated daily with parents, staff and employees
- Created and implemented new aquatics programs
- Supervised aquatic summer day camp programs

#### **Child Events Coordinator**

# Healthplex Sports Club, Indianapolis, Indiana, 2005-2006

• Planned and promoted special events including Night Out, overnights, birthday parties, and fundraising activities

#### **Personal Trainer**

# Healthplex Sports Club, Indianapolis, Indiana, 2005-2006

• Designed exercise prescriptions

# **Coordinator of Henry County Swim Lessons**

# New Castle Swim Club, New Castle, Indiana, 2003-2004

- Hired, trained, scheduled, evaluated and supervised lifeguards and swim instructors
- Communicated daily with parents
- Evaluated swimmers for placement

# Office and Weight Room Assistant

# Henry County YMCA, New Castle, Indiana, 2003-2004

- Conducted personal training sessions and fitness assessments
- Assisted/spotted patrons on correct lifting techniques and exercise designs
- Promoted membership opportunities and customer service

### **Assistant Swim Coach**

# New Castle Swim Club, New Castle, Indiana, 2001, 2002, 2004

- Created practice workouts for multiple swimming levels
- Instructed swimmers on proper stoke techniques
- Conducted practice sessions for swimmers ages 6-15
- Assisted head coach as requested
- Attended and assisted head coach at swimming competitions
- Communicated with parents regarding the progress of their children

#### RELATED EXPERIENCES

# Ohio University Homecoming Steering Committee- Co-Chair Ohio University, Athens, Ohio, 2010-present

# Well-Being Committee-Chair Ohio University, Athens, Ohio, 2009-present

- Explore initiatives that will contribute to the well-being and healthy lifestyle of divisional staff
- Provide appropriate opportunities for celebration

# **UPC- Ohio University Program Council**

# Ohio University, Athens, Ohio, 2009-present

• Develop and implement Health/Wellness Week

# **Campus Involvement Center**

# Ohio University, Athens, Ohio, 2009-present

• Develop and implement bringing the Veterans Wall to Ohio University

# **CARDD** (Coalition Advocating Responsible Drinking Decision)

# Ohio University, Athens, Ohio, 2009-present

• Develop recommendations for university and community officials on matters of program, policy, and coordination of ideas relating to responsible drinking by students

### **CAMPus REC Summer Camp**

# Ohio University, Athens, Ohio, 2009-present

• Head camp health director

# **Treatment Team**

# Ohio University, Athens, Ohio, 2009-present

- Provide a comprehensive approach to eating problems.
- Working with and training eating disorder clients in the area of fitness

# **Internship**

# Healthplex Sports Club, Indianapolis, Indiana, 2005

- Participated in all facets of facilities management including child care, front desk, pool management, group exercise activities, marketing, sales, spa, and member services
- Assisted in fitness testing and assessments

#### **Student Assistant**

Ball State University Athletic Office, Muncie, Indiana, 2003

#### **Student Assistant to Office Director**

Ball State University Human Performance Laboratory, Muncie, Indiana, 2001-2003

# PROFESSIONAL CERTIFICATIONS

- 2010-Present ACE Group Fitness Instructor Certification
- 2008-Present ACE Personal Trainer Certification
- WERO
- Hip Hop Hustle- TurboKick

- Zumba-Basics 1 Certificate
- R.I.P.P.E.D.
- American Red Cross CPR for the Professional Rescuer
- American Red Cross First Aid/CPR/AED
- American Red Cross Oxygen Administration
- American Red Cross Blood Borne Pathogen

# PROFESSIONAL ORGANIZATIONS:

- 2008- Present American Council on Exercise
- 2005- Present IDEA Health & Fitness Association
- 2004- Present NIRSA National Intramural-Recreational Sports Association