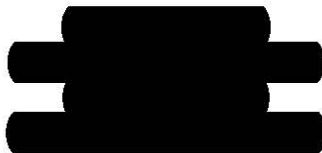


## Mr. Kyle Sandine



### Education

August 2012-May 2014 Masters of Science - Illinois State University

Degree: Recreation Administration, GPA: 4.0/4.0

August 2007-May 2011 Bachelor of Science - University of Illinois-Chicago

Degree: Kinesiology- Emphasis in Exercise and Fitness,  
GPA: 3.3/4.0

### Work Experience

September-Present Aquatic and Rink Program Supervisor; Park District of Oak Park,  
Oak Park, IL-Revenue Facilities

- Responsible for planning, implementing, evaluating programs within Revenue Facilities, including Figure Skating, Hockey, Learn to Swim, Day Camps, Birthday Parties, and special programming with over 1300+ participants
- Directly manage multiple pool and rink Program Coordinators, Coaches, Instructors, Camp staff and Lifeguard staff in addition to assisting with payroll
- Develop and set program goals in connection with comprehensive program portfolio and actively seek out feedback from customers
- Assist with preparation and manage \$2 million budget with purchase order requisitions, reconciliation, and program sales while maintaining a revenue generation mind-set with continual cost benefit analysis and financial oversight
- Prepare and monitor registration information through RecTrac software by developing program masters, waitlist management, and refunds

August 2012-May 2014 Graduate Assistant; Illinois State University, Normal, IL

Active for Life Program-Kinesiology and Recreation Department

- Serve as primary teaching instructor
- Grade assignments/exams which require knowledge of subject
- Hold office hours to meet/tutor students
- Prepare and disseminate instructional materials
- Create and administer lessons plans, quizzes, skills evaluations, and final exams to undergraduate classes of 30 students
- Teaching students the basic movements and rules of activities such as golf, swimming, bowling, softball and billiards
- Responsible for maintaining and inputting all grades as it relates to course credit in accordance to Illinois State University policies

May 2005-August 2013 Aquatics Director (4 years)/Head Guard (3)/Lifeguard (2);  
Zion Park District, Zion, IL

- Responsible for the organization, implementation, and evaluation of aquatic programs for young children, teens, and overall general public
- Recruit and interview potential candidates, train, instruct, schedule, put into place daily responsibilities of 25-30 aquatic staff members of high school and college age, and oversee daily concessions operations
- Obtain Instructor License and demonstrate skills set forth by Jeff Ellis and Associates and continually research field trends
- Organize, implement, and monitor registration of private rentals and Learn to Swim program, conduct parent meetings
- Hold weekly in-service trainings to reinforce skills and implement/practice Emergency Action Plans, serve as representative to weekly Park District Director staff meetings
- Prepare daily logs, (revenue, chemicals, facility checklists, attendance) risk management procedures, and monthly reports
- Adhere to and enforce the policies set by the Zion Park District
- Assist in creating and adhering to \$166,670 overall Aquatic budget
  - Directly responsible for \$53,176 pay roll budget

### **Presentations/Research**

Student Perceptions of Performance Enhancing Drugs and Supplements  
Graduate Research Symposium, Illinois State University, Spring 2014  
Supervisor: Dr. Brent Beggs

Student Perceptions of Performance Enhancing Drugs and Supplements,  
National Intramural-Recreation Sports Association (NIRSA), Spring 2014  
Supervisor: Dr. Brent Beggs

### **Professional Recognition/Awards**

Certifications: Jeff Ellis and Associates Lifeguard Instructor 2009-Present

Recognition: Faculty nominated student member of the ISU Kinesiology and Recreation Staff Search Committee in Fall 2012 to help gauge prospective full time faculty candidates for Recreation Administration Department

Awards: Zion Park District: Jeff Ellis and Associates Platinum Award  
Winning Aquatic Facility 2007-2013 24 consecutive "Exceeds"  
scores of Unannounced Audits conducted by Jeff Ellis and Associates