

# Caroline E. Wieters

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3104 Windsor Ave | Waco, TX | 76708

## EDUCATION

**Baylor University** | Waco, TX

*Masters of Science*

*Sport Pedagogy*

Expected Graduation: May 2023

**The Kanakuk Institute** | Branson, MO

*Discipleship Training and Bible Intensive Studies*

April 2020

**Baylor University** | Waco, TX

*Bachelor of Education*

*Recreation and Leisure Services*

May 2019

## WORK EXPERIENCE

**Baylor University Campus Recreation**

*Intramural Graduate Assistant*

August 2021-May 2023

- Plan and execute training for all officials in all sports
- Design performance evaluations for officials
- Utilize Microsoft Teams to schedule 40 staff each week
- Plan, schedule, and staff pre-season tournaments
- Utilize FusionIM and Fusion Play to enhance productivity
- Monitor and oversee registration for all sports
- Monitor the intramural competition for over 50 organizations
- Oversee the Baylor University Student Officials Association

*Assistant Director REC Camp*

May 2022-August 2022

- Helped hire, train, and evaluate staff
- Developed and executed programming activities
- Led morning devotionals for campers
- Scheduled staff each week
- Led staff bible study weekly
- Led morning staff meetings
- Oversaw camper interactions and discipline
- Assisted the director with parent communication

*Student Director: Christian Leadership Institute*

July 2022

- Oversaw transportation of out of state campers
- Planned and executed programming for 150 campers
- Oversaw meal coordination
- Supervised campers and staff throughout the week

**Legacy Academy**

August 2020- May 2021

*PE Teacher/Faculty Support*

- Teach K-4th grade Physical Education
- Coach 3rd/4th girls basketball and volleyball
- Assisted teachers with classroom activities
- Substitute teacher for preschool-4<sup>th</sup> grade

- Ran the after school program for K-4th grade
- Developed a curriculum for K-4<sup>th</sup> grade PE incorporating lifestyle and sport specific skills
- Developed a physical education assessment program for all students

### **Kanakuk Kamps**

*Assistant Kitchen Manager*

May 2019 – August 2019

- Oversaw kitchen operations for camp of 400+ Middle Schoolers
- Managed kitchen staff of 12
- Led bible study for 20 girls
- Managed opening and closing of the kitchen at the beginning and end of the season
- Prepared and cooked 6 meals a day for 400+ campers and staff

*Counselor*

May 2018 – August 2021

- Led classes of various kinds for middle school campers
- Led devotionals each night for 12 campers
- Worked with co-counselors to mentor and lead the cabin

### **Baylor University Campus Recreation**

August 2015-May 2019

*Intramural Supervisor*

- Wrote and produced a new supervisor manual for intramural supervisors as an intramural intern
- Managed games for football, volleyball, basketball, soccer, and softball
- Evaluated officials
- Interviewed potential employees
- Assisted in the training of student officials in volleyball, football, basketball, soccer, and softball

## **ACHIEVEMENTS/ACTIVITIES**

### **NIRSA Championship Series Tournament Positions**

- 2017 Flag Football Official
- 2019 Basketball Official
- 2022 Basketball Official
- 2022 Flag Football Officials Development Committee

### **Tri-Lakes KLIFE**

*Intern*

September 2019-May 2021

- Chosen by the directors to serve as an intern
- Helped organize events for the organization
- Co-Led a small group of 15 girls
- Helped with programming each week for mass events

### **Waco KLIFE**

January 2019 – May 2019

*Intern*

- Chosen by chapter directors to lead the chapter as an intern.
- Headed up our fundraiser for the semester
  - Raised \$26,000 over a span of 10 weeks
- Planned club activities for our monthly meetings
- Led a small group of 10 girls

### **Baylor University Student Official Association**

August 2018 – May 2019

*Vice President*

Chosen to serve as Vice President

- Assisted in organizing pre-season tournaments
- Assisted in organizing semester events for members
- Assisted in handling the funding for the organization