



## **DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION**

<b>POSITION TITLE:</b>	CHEERLEADER COACH
<b>PERSONNEL CLASSIFICATION:</b>	STAFF- NONEXEMPT TEMPORARY, PART-TIME
<b>DEPARTMENT:</b>	STUDENT AFFAIRS
<b>POSITION SUPERVISORS:</b>	VICE PRESIDENT OF STUDENT AFFAIRS/ DEAN OF STUDENTS
<b>DEPARTMENT HEAD:</b>	VICE PRESIDENT OF STUDENT AFFAIRS/DEAN OF STUDENTS

**PRIMARY DUTIES:** May include, but are not necessarily limited to the following:

- 1.) Coaches and instructs cheerleaders, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport.
- 2.) Assesses skills and assigns team positions.
- 3.) Observes cheerleaders, during events and practice to determine the needs for individual or team improvement.
- 4.) Develops a regular practice schedule and organizes practice time to provide both individual and team development.
- 5.) Schedules facilities for practices with Administrative Assistant in Athletic Department.
- 6.) Supervises cheerleaders during practices and games.
- 7.) Follows established procedures in the event of an injury.
- 8.) Follows state, regional, and district regulations governing the program.
- 9.) Evaluates, recruits and retains students to the cheerleading team.
- 10.) Holds organizational meetings for team prospects and encourages students to participate.
- 11.) Meets recruitment and retention goals set by the College.
- 12.) Provides recruitment and retention reports to the VP of Student Affairs.
- 13.) Establishes and maintains standards of behavior and provides proper supervision.
- 14.) Monitors the academic performance of team members to ensure student success.
- 15.) Acts as a team representative and promotes cheerleading by communicating with the Sports Information Director, Communications Office, and other organizations.
- 16.) Follows established procedures for supplies and uniforms.
- 17.) Participates in special activities.
- 18.) Models nondiscriminatory practices in all activities.
- 19.) Other duties as assigned.

**GENERAL AND OCCASIONAL DUTIES:** May include, but are not necessarily limited to the following:

- 1.) Attends staff development meetings, clinics, and other professional activities to improve coaching performance.
- 2.) Performs any other related duties as assigned by the Vice President of Student Affairs or other appropriate administrators.

**GENERAL EXPECTATIONS OF POSITION:** Maintain regular and timely work hours as assigned by immediate supervisor and approved by Personnel Office. Evening and weekend work required on an as-needed basis. Conduct is expected to be professional and courteous. Instructions and assignments are to be carried out in a manner which promotes and is consistent with the intrinsic goals of Monmouth College.

**WORK RELATIONSHIPS:** Reports to the Vice President of Student Affairs. Consistent contact with students, parents, staff and faculty.

**EDUCATION, EXPERIENCE, AND CERTIFICATION:** High School Diploma.

**SKILLS, KNOWLEDGE, AND ABILITIES:** Experience as a Cheerleader Coach preferred. Must possess effective coaching techniques and skills. Must possess a thorough knowledge of the rules, regulations, strategies, and techniques of the sport. Must possess the ability to establish and maintain effective working relationships with campus community. Valid driver's license and satisfactory driving record.

**ADDITIONS, AMENDMENTS, AND DELETIONS:** The whole or any portion of this description may be added to, amended, or deleted at any time by the position supervisor, department head, Human Resources, or the President.

**DISTRIBUTION:** One (1) copy of this document will be provided to both the employee and position supervisor. An additional copy will be maintained in the employee's personnel file.