

POSITION DESCRIPTION

Position Title: Head Cheer Coach	Number: 0013.CH	FTE: .67
Classification: Professional	Report To: Director of Athletics	Date: 01/26

General Description and Purpose

The Cheer Coach is delegated the responsibility for development, organization, supervision, recruitment and management of the cheerleading program under the guidance and direction of the Director of Athletics. The Cheer Coach will create a culture that promotes good sportsmanship, open communication, team discipline, and respect for who participates in the athletic arena at PCC.

Primary Functions/Responsibilities

1. Understand, support and enforce all policies, athletic as well as academic, as expressed by the Board of Trustees and administration of Pratt Community College.
2. Maintain effective communication within the college. Oversee the entire recruiting process of all Cheer student-athletes and assist student-athletes with transfer to senior institutions by making contact, sending videos, writing letters of recommendation, and requesting scholarship information.
3. Develop daily practice schedules with player and coach participation clearly outlined.
4. Responsible for coordinating and implementing PCC summer cheer camp if agreed upon with the Director of Athletics.
5. Responsible for coordinating and implementing plans for PCC cheer team attending a selected summer cheer camp and acquiring certification.
6. Actively seek and maintain professional and friendly relations with the following: administration and faculty, community, Beaver Backers, press and media, students and parents.
7. Responsible for teaching and instruction of members in the area of cheer and safety.
8. Work with the Director of Athletics and Sports Information Director in developing Cheer schedules.
9. Perform a variety of administrative responsibilities by collaborating with the Director of Athletics and department staff in managing meal money, requesting transportation, scheduling of contests, and assisting with budgets for your respective sport.
10. Collaborate with the Director of Athletics for all budget requests according to administration and college mandate.
11. Develop an inventory system for all cheer equipment.
12. Recruit student athletes who are in good social standing not only in their respective high schools, but in their communities as well. Recruit continuously during the calendar year as part of the Department of Athletics outreach using the PCC Department of Athletics guidelines.
13. Work towards preserving the student athletes' acceptable social standing in both the institution and the Pratt community.
14. Help field and maintain a goal of 22 eligible student-athletes to sustain the team throughout the season, adhering to academic guidelines for participation and compliance.
15. actively participate in fund-raising for the athletic program, including respective sport.
16. Develop and implement sound weight training and conditioning programs, both during the season and out of season. Interact with the Athletic Training Staff as needed.
17. Monitor and maintain practice facilities.
18. Other duties as assigned by the Director of Athletics.

Coordination and Accountability Tasks

1. Present a long-range plan for improvement of the program, facilities and equipment for yearly update and review.
2. Work under the leadership of the Director of Athletics in filling future coaching vacancies.
3. Participate with the Director of Athletics in an annual evaluation of the Cheer program.

Supervises the Following Staff

Supervise all student workers involved with the cheerleading program including managers, statistician, etc.

Required Knowledge, Skills, Abilities, and other Characteristics

1. Willingness to understand the community college role and mission.
2. Ability to communicate effectively with staff, faculty, administration and community.
3. Ability to communicate with and command respect from students and serve as a role model to them.

Experience

1. Coaching at the high school and/or college level for a minimum of three (3) years required.
2. Coaching at the high school and/or college level for a minimum of five (5) years preferred.

Education

1. Bachelor's degree preferred.
2. Master's degree preferred.

Certifications and/or Licensure

1. AACCA Spirit Safety Certification (Safety).
2. CPR/First Aid Required

Work Conditions/Environment

Gymnasium and outside field settings

Other

Position requires evening and weekend work.

Acknowledgement of Receipt and Agreement

By signing below, I acknowledge that I have received and reviewed a copy of this position description. In addition, I agree to strive to effectively perform and comply with the job duties and responsibilities outlined in this description.

Employee Name (Printed)

Date

Employee Signature