



# Monmouth COLLEGE®

## DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION

<b>POSITION TITLE:</b>	CHEERLEADING COACH
<b>PERSONNEL CLASSIFICATION:</b>	ADMINISTRATIVE STAFF (Temporary, Part-Time)
<b>DEPARTMENT:</b>	ATHLETICS
<b>POSITION SUPERVISOR:</b>	ATHLETIC DIRECTOR

**PRIMARY DUTIES/RESPONSIBILITIES:** The Cheerleading Coach teaches and provides instruction to the cheerleading team on technique, safety and goal setting, and prepares and communicates guidelines based on UCA certification. In addition, the Cheerleading Coach is responsible for choreographing and teaching cheer routines to the cheerleading squad. The Coach is responsible for setting and conducting practice times after academic classes and supervising the team during contests where the team participates. Additional duties may include, but are not necessarily limited to the following:

- Communicate and enforce guidelines of the College and cheerleading program;
- Organize tryouts and selection of team members; schedule and supervise practices, summer camps, fundraising efforts, and all other events the cheerleading team attends;
- Maintain inventory of team uniforms and supplies;
- Follow purchase order process as outlined by the College for all group/individual purchases;
- Return all team uniforms and equipment to athletic department at the conclusion of the seasons;
- Drive passenger vehicle on behalf of the cheerleading team.

**WORK RELATIONSHIPS:** Reports directly to the Athletic Director who reports to the Vice President for Student Life. The Coach also works directly with other members of the Athletic Department and Student Affairs Staff, and has daily contact with students, staff, faculty, and persons outside the campus community. Significant contact with prospective students and their parents is required.

**EDUCATION, EXPERIENCE, AND CERTIFICATION:** High school diploma required. Valid driver's license and satisfactory driving record required.

**SKILLS, KNOWLEDGE, AND ABILITIES:** Knowledge of principles, methods and techniques associated with coaching required. Demonstrated ability to plan, implement and evaluate complex tasks and procedures required. Excellent organization, supervision and communication skills required. Willingness and ability to work effectively with all campus and associated constituencies required.

**PHYSICAL REQUIREMENTS:** Work is normally performed in a gymnasium or game field setting with some travel via automobile to/from away matches required:

- Reaching by extending hand(s) or arm(s) in any direction.
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard.
- Communication skills using the spoken word, discerning and conveying (exchanging) information.
- Vision sufficient to see within normal parameters.
- Hearing sufficient to hear within normal range.
- Mobility sufficient to complete responsibilities.
- Occasionally required to move or transport (lift) items weighing up to 25 pounds.

All requirements are subject to change, with possible modifications made to reasonably accommodate individuals with disabilities.

**GENERAL EXPECTATIONS OF POSITION:** Conduct is expected to be professional and courteous. Duties and responsibilities are to be carried out in a manner which promotes and is consistent with the intrinsic goals of Monmouth College.

**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, or the President.

This is a temporary, part-time position that normally runs August through May annually.