

**Seward County Community College**  
**Structured Compensation - Job Description**  
**Head Cheerleading and Dance Coach**

Data Year: 2017

Prepared On: 11/13/2017

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|--------------------|-----------------------|----------------------|------------|
| Department:        | Athletics             | Grade:               | 9          |
| Reports To:        | Director of Athletics | Classification:      | Exempt     |
| Supervises Direct: | 0                     | Supervises Indirect: | 0          |
| Approved By:       | R. Allen              | Effective Date:      | 01/01/2010 |
| FLSA Basis:        | Administrative        | Revised Date:        | 05/08/2017 |

**Role:**

Responsible for administration of the cheerleading and dance program. Including planning events, developing training, and managing of the team. The teams will perform at College games on campus and community events throughout the academic year.

**Essential Functions & Responsibilities:**

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|---|-----|--|
| E | 40% | Conduct team training and preparation of performance routines, manages, conducts practice and game performance schedules and coordinates travel to away games/tournaments. |
| E | 25% | Recruitment and retention of team members.   |
| E | 20% | Serve as primary academic advisor for all team members, assuring progress towards graduation.  |
| E | 10% | Develop and adhere to program and scholarship budgets.   |
| N | 5%  | Performs additional responsibilities as assigned by the Athletic Director/Administration.  |

**Performance Measurements:**

1. To develop and supervise fund raising activities.
2. To develop and administer safety procedures and codes of discipline and behavior.
3. To monitor academic grades and attendance, as well as conduct on and off of the court.
4. To work closely with the Sports Information Director for dissemination of information of program happenings.
5. To maintain a professional appearance and demeanor.
6. Attend all Athletic Department and All-Team Meetings

**Knowledge and Skills:**

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|----------------------|--|
| Experience           | Six months to two years of experience in coaching and/or education related to cheerleading, dance, or choreography,  |
| Education            | Bachelor's Degree Required. Current first aid certificate preferred. Must be willing to become AACCA certified (if needed).  |
| Interpersonal Skills | Courtesy, tact, and diplomacy are essential elements of the job. Work involves much personal contact with others inside and/or outside the college for purposes of giving or obtaining information, building relationships, or soliciting cooperation. |

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| Other Skills          | <p>Knowledge:</p> <p>Working knowledge and experience in using Microsoft Office applications.</p> <p>Competitive Cheerleader.</p> <p>Rules, regulations, strategies, and techniques of the sport.</p> <p>Skills:</p> <p>Effective leadership of the team and the Dance and Cheer program.</p> <p>Effective coaching techniques.</p> <p>Excellent communication skill both orally and in writing.</p> <p>Abilities:</p> <p>Learn additional software packages the college may acquire.</p> <p>Effectively recruit and retain student-athletes.</p> <p>Teach the sport to student-athletes.</p> <p>Represent the College in a positive and effective manner.</p> <p>Establish and maintain effective working relationships with college administrators, parents and students.</p>  |
| Physical Requirements | <p>Physical requirements are based on an 8 hour office work day. The day will vary during games and other events accordingly.</p> <p>Sitting for a period of 1 hour at one time with a total of 2 hours</p> <p>Standing for a period of 2 hours at one time with a total of 5 hours</p> <p>Walking for a period of 30 min at one time with a total of 1 hour</p> <p>Lifting up to 50 lbs. occasionally</p> <p>Carrying up to 20 lbs. occasionally</p> <p>Repetitive Action: use of right and left hand for simple grasping, fine manipulation, and pushing and pulling</p> <p>Use both feet for repetitive movements as in operational functions</p> <p>Bending, squatting, and reaching above shoulder level occasionally</p> <p>Keyboarding up to 5 hours daily</p> <p>Exposed to marked changes in temperature, moving equipment, and dust fumes and gases occasionally while driving for games or competitions</p> |
| Work Environment      | <p>Job is performed both indoors and outdoors. Work indoors will involve exposure to weight room and/or wellness center equipment. Indoor and outdoors conditions may involve exposure to weather conditions such as wind, heat, or cold and high noise levels. Physical activities may require considerable use of arms, legs, and moving the whole body.</p>   |

**Disclaimer:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

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**This Job Description is not a complete statement of all duties and responsibilities comprising the position.**

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Printed Employee Name

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Date

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Employee Signature