



## Job Description

**Title:** Cheerleading Head Coach

**Department:** Gymnastics

**Starting Wage:** \$20.00/hour

**Status:** Part-time

### JOB SUMMARY

The Cheer Head Coach is an instructor for the Gymnastics Department supporting coaches to reach and teach every child, collaborate with parents and families, and work with the community to maintain both a developmentally appropriate and rigorous Cheerleading program. Candidates must hold the belief that all children can succeed, and this belief must drive him or her to be relentless in their focus on student academic and social growth, skill development and achievement.

**ESSENTIAL JOB FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Conduct regular conferences with parents to keep them informed on participants progress.
- Coordinate and manage student recruitment, enrollment and retention.
- Participate in professional development workshops, classes and organizations.
- Collaborate with Gymnastics Recreation Supervisor to plan instructional activities, lessons, and competitive schedule that promote developmentally appropriate student learning.
- Monitor the safety of students, staff and facilities.
- Regularly inspect equipment and play areas to ensure safety and cleanliness.
- Promote the positive image of the Cheerleading and all programs offered by the FRRPD.
- Help to build a professional work environment that is typified by hard work, respect and collaboration and includes a system of constant feedback, reflection and action.
- Remain current on issues and trends with National Competitive Cheerleading Organizations.
- Assure that newly updated handouts are given to parents and families.

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#### **REQUIRED KNOWLEDGE AND SKILLS:**

- 3+ years Cheer Squad Coaching experience
- Excellent communication skills and organizational skills.
- Ability to establish and maintain good inter-personal relationships with parents, children, staff and the community.
- Detail-oriented and proficient in maintaining accurate records.
- Skill in reading, understanding, interpreting, and applying relevant laws, codes and regulations.

#### **EDUCATION, CERTIFICATIONS AND LICENSES:**

- A valid State of California class 'C' driver's license and a satisfactory driving record required.
- CPR and First Aid certificates
- USA Gymnastics Instructor Certification or Equivalent

**ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS:** *The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions*

- May be required to lift and carry items and children up to 100 pounds.
- Must be able to stand, walk, see hear and communicate with the sufficient acuity to successfully perform all aspects of the job.
- Perform simple grasping and fine manipulation, dexterity and frequent handling of papers.
- There will be bending, kneeling, overhead reaching and spotting.
- Ability to use telephone and write or use keyboard to communicate through written means.

#### **ADDITIONAL INFORMATION:**

**Reports To:** Recreation Supervisor Gymnastics

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