

JOB DESCRIPTION

CHEER COORDINATOR

Objective: Responsible for managing the Cheer Program for the SVJFAC.

Responsibilities:

- Identify a Co-Coordinator and present for Board Approval.
- Ensure all reasonable levels of safety practices and policies, as well as rules and responsibilities are adhered to by coaches.
- Select coaches and helpers responsible for coordinating the day-to-day activities of each of the Cheer squads.
- Manage the try-out process for girls interested in participating including registration, judges, selection criteria, and notification of results.
- Select and order all components of the Cheerleading Outfit, including the uniform, shoes, socks, turtleneck, briefs, hair scrunchies, jackets, pants and shirts. Coordinate and manage the uniform fitting, uniform pick-up and uniform return process.
- Supervise/participate in the selections of music and choreography for the main routine, parades, sideline routines and other performances.
- Support the Association's fundraising campaign as it pertains to compliance of rules and obligations by Cheerleading program participants.
- Coordinate and manage the August through October practice and game schedule.
- Schedule and coordinate special appearances at outside events that include, but are not limited to, SV Homecoming Parade, the Associations; Pep Rally and Cheerfest.
- Attend monthly board and general association meetings.
- Vote on appointments of coaches, appointed chairs and matters that come before the Board and General Meetings.
- Manage the discipline process with and between all parties participating in the SVJFAC Cheer Program.
- Ensure communications of all pertinent information reach Cheer Coaches and families.
- Institute, document, monitor and emphasize best practices for the role.

Skills Required: Communication, Interpersonal, Diplomacy, Delegation, Organization, Computer