

JOB DESCRIPTION

JOB TITLE: Assistant Cheer, Dance, and STUNT Coach

REPORTS TO: Head Cheer, Dance, and STUNT Coach

STATUS: Part time, Exempt (Coaches as Exempt Teachers [29 C.F.R. 541.303])

LENGTH OF EMPLOYMENT: 11-month continuing position

JOB OVERVIEW:

The Assistant Cheer, Dance, and STUNT Coach's primary duties are to:

1) (45%) Perform administrative functions directly related to the development of students participating in Connors State College's intercollegiate Spirit Program. Perform professional and administrative coaching duties directly related to Cheer, Dance, and STUNT during contests and practices. These duties shall be performed with a clear understanding of, and commitment to, the mission of the College, as well as the NCA/NDA and USA Cheer and STUNT rules and regulations. Assistant with Coach's duties; assist in the completion of competition schedules, game event promotions, recruiting, fundraising, community involvement, and social activities for students.

2A) (35%) Academic advising/tutoring, imparting strength, Cheer, STUNT, and dance fundamentals, and fitness training techniques; film study, special workouts, practice sessions and competitive growth opportunities. Additionally, for student athletes that are also student-workers under the Assistant Coach's tutelage; the nurturing and development expands to include all aspects of the Spirit Program including but not limited to, team management, including gym maintenance and support, etc.

2B) (20%) Perform manual work while directing student athletes/workers in duties that are primarily in support of academic Spirit Programs, e.g., facility prep, and equipment maintenance.

DUTIES AND RESPONSIBILITIES:

- Conduct team strength training during "on" and "off" season to athletes.
- Properly educate & instruct student athletes on proper sport fundamentals during individual workout sessions and during film study.
- Tutor student athletes during study hall sessions
- Provide work-out instruction and guidance to fitness center attendees
- Assist Head Coach in the day-to-day operation of the Spirit program
- Assist with scouting and recruiting
- Responsible for facilities maintenance
- Assist with summer camps and summer facility maintenance
- Must exercise discretionary judgment in recruiting student athletics
- Plan and supervise effective practices for student athletes
- Operate program within guidelines/procedures established by all governing agencies
- Maintain proper conduct of team members on and off-campus
- Maintain fiscal responsibility of program, remaining within budget and following Business Office protocol

- Maintain all equipment and athletic property in proper manner
- Communicates effectively, supports and cooperates with the Athletic Director and Dean of Students in establishing and conducting a quality athletic program
- Performs other duties as assigned by Head Coach, Athletic Director or Dean of Students

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent verbal communications skills, lecture capabilities
- Must possess the knowledge necessary to elevate players ability to participate in Spirit Programs
- Must be able to help players develop Cheer, Dance, and STUNT skills as needed
- Must have knowledge of off-season developmental programs: weight training, running, agility drills, and others
- Demonstrated willingness and ability to act ethically and socially responsible

EDUCATION/ EXPERIENCE REQUIRED:

- Associate's degree preferred
- College-level participation or coaching

SPECIAL REQUIREMENTS:

- Must be able to work a flexible schedule
- Must be able to travel as needed

LOCATION: Warner Campus

Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.

SIGNED: _____ **DATE:** _____

05.15.24