



HEAD CHEERLEADING COACH STUDENT AFFAIRS/AUXILIARY

REPORT TO: Vice President of Student Affairs
E CLASS: Part-Time
FLSA: Non-Exempt

PURPOSE:

The Office of Student Affairs invites applications for the Head Cheerleading Coach position. This position provides primary leadership and overall management of 10-15 students.

PREFERRED QUALIFICATIONS:

- Bachelor's degree preferred.
- Knowledge of the fundamentals of cheerleading and a minimum of three (3) years of related cheer coach experience is preferred.
- AACCA Certification (American Association of Cheerleading Coaches and Administrators) is preferred.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Choreographing and teaching cheer and dance routines to the cheerleading squad.
- Setting and conducting practice times and supervising the team at men's and women's basketball games, football games, and any other activity where the squad cheers or is requested by the immediate supervisor.
- Recruiting and retaining new and current cheerleaders.

KNOWLEDGE, SKILLS & ABILITIES:

- Communicate effectively and professionally, including written, interpersonal, and public speaking.
- Specialize Licenses: CPR and First Aid and AED Certification Required.
- Demonstrate a proper understanding of techniques, mechanics, and fundamentals of cheering.
- Ability to work successfully with diverse campus populations.
- Coaches may be required to drive school vehicles, so they must have a clean driving record.
- Proficiency in written and oral communication Skills and utilization of computers.
- Evidence of organizational skills, including organizing tasks, setting and accomplishing priorities and goals, and evaluating continuous progress toward goals.
- Commitment to promoting and enhancing school spirit, student engagement, and academic excellence.

WORK ENVIRONMENT:

This position requires flexibility in scheduling, with specific hours determined through mutual agreement with the Vice President of Student Affairs to meet the needs of the cheerleading program and student engagement. Hours will vary between traditional and non-traditional seasons. The work environment is primarily an office setting, but it may occasionally involve physical tasks such as lifting to 50 lbs, reaching, bending, stooping, and carrying objects. Most work is performed while standing, though occasional sitting, walking, or repetitive motion tasks may occur. Workflows may fluctuate, with certain times of the year being more stressful and demanding. Tasks must be completed within specified timeframes and locations.

TRAVEL:

Travel is required for this position.

***This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.*

SPECIAL INSTRUCTIONS TO APPLICANTS:

A criminal background check will be conducted. *No phone calls will be accepted.* **Interested applicants should submit a resume, cover letter, and application to hr@miles.edu. Must be legally authorized to work in the United States without need for employer sponsorship, now or at any time in the future.** Due to the large volume of inquiries, applicants will only receive a response if there is a match, at which point the applicant will be contacted for an interview.

NOTICE OF NON-DISCRIMINATION

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