

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.
- Manager the try-out process for girls interested in participating including registration, judges, selection criteria, and notification of results.
- Create at registration a database of participants, provide to Recording Secretary and update maintain throughout year.
- Selecting and ordering all components of the Cheerleading Outfit, including the uniform, shoes, socks, turtleneck, briefs, hair scrunchies, jackets, pants and t-shirts. Coordinate and manager 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 and concessions operations 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 appearance at outside events that many include but are not limited to SV Homecoming Parade, the Associations; Pep Rally and Cheerfest.
- Attend monthly board and general association meetings.
- Manager the discipline process with and between all parties participating in the SVJFAC Cheer Program.
- Ensure communications of all pertinent information is reaching Cheer Coaches and families, including weekly newsletter information, coaches, and parent meetings.

Skills Required:

- Communication, Interpersonal, Diplomacy, Delegation, Organization, Computer