Head Coach – Cheerleading

Department: Athletics
Reports to: Director of Athletics & Staff - Erie
Classification: Coach
Status: Part-Time
Term: 12 Month
Updated: June 2020

SUMMARY

The head cheerleading coach is responsible for maintaining a cheerleading program consistent with all of the goals of Mercyhurst University and the policies and procedures outlined in the Athletic Department Handbook.

DUTIES AND RESPONSIBILITIES

- Appropriately manage the overall program and any memberships related to leagues and competitions.
- Appropriately manage the cheerleading team budget including expenses related to team travel, contest officials (when applicable) and team equipment.
- Manage all aspects of the cheerleading team including the handling of all equipment and transportation to and from contests.
- Schedule and attend all contests as approved by the Director of Club Sports.
- Communicate with the Athletic Administration/Director of Club Sports as it relates to ordering equipment, planning for travel, etc.
- Other duties as assigned and necessary.
- Promotes a positive image of the University through participation in community and professional organizations, representing the University at professional meetings and on community committees, and establishing and maintaining credible relations with various news media and other collegiate sports information offices.
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses required by the Director of Athletics.
• Contributes to the overall success of the Athletics Department by performing all other duties and responsibilities as assigned.

EDUCATION AND EXPERIENCE

Education: Bachelor’s degree is required, master’s degree preferred with one year or more of related experiences in coaching and/or related field.

SUPERVISORY DUTIES

• Supervise and conduct all practices, attend all away contests with the team
• Supervise all contest preparation
• Supervise all fundraising with the approval of the Director of Athletics/Sport Supervisor

APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled. Send cover letter, resume and 3 work-related references to:

Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

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Candidates must be currently eligible to work in the United States.