



# MERCYHURST

---

## UNIVERSITY

501 East 38th Street  
Erie, PA 16546

814-824-2000  
800-825-1926

[mercyhurst.edu](http://mercyhurst.edu)

### Head Cheerleading Coach

**Location:** Erie

**Department:** Athletics

**Reports To:** Director of Athletics & Staff

**Full/Part Time:** Part Time

**Closes:** Open until filled

#### SUMMARY

The director of cheerleading is responsible for building and maintaining the club 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

- Oversee and manage the cheerleading squad through practices, game days, and local competitions when necessary
- Appropriately manage the overall program and any memberships related to leagues and competitions including coach's certifications where applicable
- Appropriately manage the cheerleading program budget including expenses related to team travel, team equipment, and other items.
- Manage all aspects of the cheerleading team including the handling of all equipment and transportation to and from competitions.
- Schedule and attend all contests as approved by the sport supervisor. Must travel with the team unless alternate arrangements have been approved, in advance, by the sport supervisor.
- Work with Facilities Management and Director of Club Sports to secure facility rentals when appropriate.
- Promote the academic success of student-athletes through support and encouragement of the resources available, including Writing Center, Tutoring, Math Lab etc.
- Attend all scheduled coaching staff meetings unless excused by the Director of Athletics in advance.
- Communicate with the Athletic Administration/Sport Supervisor as it relates to ordering equipment, planning for travel, etc.
- Work with Admissions/Student Financial Services as it relates to financial aid for recruits as well as campus tours and other recruiting needs.

- Promote 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.
- Remain 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**

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

Certification: AACA Certified or within 15 days of hire

### **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](mailto:hrinfo@mercyhurst.edu)

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate on the basis of race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

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