

Position: Spirit Programs Coordinator and Athletic Administration
Full-Time Position

Summary: Responsible to the Director of Athletics for providing coaching expertise, leadership, recruiting and administration for the cheer, dance and mascot programs; management and administration of all aspects relating to a positive and beneficial experience for student-athletes; and also assists with athletic department marketing, promotions, and fundraising events.

Description of Duties and Responsibilities:

Essential Functions (Spirit Programs)

1. Conducts all aspects of the program within the rules, regulations, and procedures established by the NCAA, cheer and dance governing bodies, College, and athletic department, with an understanding that failure to do so may lead to sanctions up to and including termination.
2. Accurately completes all required forms, reports and related processes on time.
3. Promptly reports any suspected violation (including possible violations committed personally or by any other member of the athletics department staff, SHC compliance related offices and staff, student athletes, or boosters) of NCAA, athletic conference or SHC Athletics rules to the Compliance Coordinator, Faculty Athletics Representative (FAR) or Director of Athletics.
4. Ensures all subordinate assistant coaches comply with all NCAA, cheer and dance governing bodies, and athletic department rules, policies and procedures by providing regular training and oversight.
5. Assures all team members accurately complete Spring Hill College medical and compliance forms and attend all required educational sessions sponsored by the sport coach or athletic department.
6. Attends all department staff and NCAA compliance education meetings as required or as requested.
7. Assures use of JumpForward by all team personnel for all recruiting and compliance related tasks.
8. Implements and maintains standards of performance consistent with athletic department academic and athletic expectations.
9. Hires, trains, supervises and evaluates assistant coaching staff and student workers for the sport.
10. Works collaboratively with the office of admissions and the athletic recruiting liaison to recruit quality student athletes within college policies and procedures.
11. Coordinates and executes Cheerleading, Dance Team, and Mascot tryouts including: developing tryout materials and forms, selecting judges for tryouts, and the selection of squad members.
12. Establishes an environment that encourages her/his student-athletes to strive for academic excellence by regularly monitoring student athletes' class schedules, academic progress toward degree, team study halls and missed class time per athletic department policies and procedures.
13. Places a high priority on providing guidance, encouragement and moral support for team members to promote student athlete well-being.
14. Coordinates with athletic training staff for the proper prevention and care of athletic related injuries.
15. Conducts effective practices and training sessions designed to bring success.
16. Prepares and manages the program operating budget.
17. Schedules competitions within departmental guidelines.
18. Organizes and manages the purchase, maintenance, and inventory of team uniforms and equipment.
19. Manages travel arrangements and home game logistics for the team.
20. Designs and implements appropriate weight training and conditioning programs.
21. Maintains appropriate communications with student athletes and parents.
22. Conducts community service and community engagement projects each semester.
23. Assists intercollegiate athletics with fundraising for the sports program.
24. Establishes effective public relations to promote the team on campus and in the community.
25. Participates in professional development opportunities at the local, conference and national level.
26. Performs other duties as assigned by the Director of Athletics and Recreation.
27. Maintains membership in AACCA (American Association of Cheerleading Coaches & Administrators).

Marginal Functions

1. Serves on assigned departmental or college committees.
2. Assists with game and event management as requested by the Assistant Director of Athletics.
3. Teaches activity classes as needed or assigned by the Assistant Director of Athletics.

Required Knowledge, Skills, and Abilities: Individuals must possess these required knowledge, skills, and abilities or be able to explain and demonstrate that s/he can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Familiarity with or sincere interest in learning about the mission of Spring Hill College and the meaning of a Jesuit education, thus enabling the employee to support and strengthen the Jesuit, Catholic mission of Spring Hill College.
2. Ability to recognize the dignity of every individual.
3. Ability to support and strengthen the Jesuit, Catholic mission of Spring Hill College.
4. Ability to act in accordance with FERPA and HIPPA.
5. Ability to maintain team discipline and instill proper ethical and moral character.
6. Knowledge of basic principles of coaching, training, and team supervision.
7. Knowledge of all aspects of program management; budgeting, recruiting, scheduling, staff supervision, travel planning, film exchange, *etc.*
8. Excellent interpersonal, written and oral communication skills.
9. Ability to present a mature, professional demeanor at all times while working under pressure with accuracy and consistency in a multi-tasking, deadline oriented environment.
10. Ability to exercise good judgment and discretionary skills in determining when to act independently and when to consult the Director of Athletics prior to taking action.
11. Ability to perform the physical demands of the position.
12. Willingness to travel and work at various hours when required or requested.
13. Ability to work collaboratively and contribute to a positive department environment.
14. Knowledge of office computer programs and software, including, but not limited to, Microsoft Office.

Qualification Standards:

Education: Minimum of Bachelor's Degree required; Master's preferred.

Experience: Minimum of 1-3 years of coaching experience. Head or assistant coaching experience at the college level preferred.

Licenses: Must hold or be able to attain and maintain AACCA safety certification.
Valid driver's license with approval from College's insurance provider.

Other: This position is also subject to a criminal history background check and any applicable drug testing requirements.

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. AN EQUAL OPPORTUNITY EMPLOYER.

To apply for the Spirt Programs Coordinator position, send letter of application, resume, and names plus full contact information for three current professional references by email to, Franney Schulz at fschulz@shc.edu. The position is open until filled.

Off-list references may be checked.