Campus Recreation Department
Position Announcement

Position Title: Head Coach, Cheer Team
Position Department: Associated Students Campus Recreation (ASCR)
Status: Part-time. Non-Exempt
Reports To: Assistant Director Fitness and Activities

Associated Students (A.S.) is Student Government, Programs and Services on campus. A.S. is an independent non-profit corporation serving as an auxiliary for San Jose State University’s mission, vision and goals. SJSU educates over 30K students in the heart of Silicon Valley, located in beautiful northern California. SJSU is nestled among trees, open space and intellectual learning, bordered by downtown San Jose with outdoor and indoor recreational spaces within walking distance or a short shuttle ride.

A.S. Campus Recreation prides itself in providing quality, student centered, student focused and student led activities ranging from traditional to non-traditional university intramurals to sporting events, non-fitness clubs, fitness classes, wellness classes, aqua exercise and more. Certifications, education and leadership opportunities provide for an enhanced overall educational experience for all students.

General Function
Under the direction of the Assistant Director of Fitness & Activities, the Head Coach is responsible for all aspects of the cheer program administration including but not limited to practices, appearances, fundraising, and administration. The ability to provide good service, collaborative relationships and community building will be key to the success of this position. This position will focus on spirit development for San Jose State University Athletics and not on cheer competition.

Essential Duties & Responsibilities:

1. Responsible for the overall selection, supervision and operation of the San Jose State cheerleading squad. Responsible for short- and long-term objectives to maximize potential and opportunities for the cheerleading squad. Assists with game management and the production of intercollegiate athletic events pertaining to squad.
2. Remains current and compliant with applicable San Jose State University, WAC Conference, NCAA and AACCA rules and regulations. Includes maintaining up-to-date certifications for staff as may be determined by preceding organizations.
3. Ensures the preparation of cheerleaders to perform at all football, men’s basketball, women’s basketball and other selected sporting events - includes securing practice locations, scheduling and supervising practice sessions, planning in choreographing dances and supervising selection of performance elements. Coordinates pre-game activities, in-game performances and post-game activities.
4. Ensures academic progress and conduct behaviors of all squad members are in compliance and accordance with guidelines as determined by the Associated Students and cheerleading staff.
5. Assists the Assistant Director in developing budget based on needs and adheres to budget in operation of cheerleading, which includes ordering of uniforms and supplies.
6. Promotes good public relations for the Associated Students, Athletic Department, and University of SJSU through squad involvement in community, University and student...
organization activities. Includes assistance in coordinating entertainment at special
athletic and University events.

7. Develops fundraising and appearance opportunities and manages fundraising activities
for cheerleading program.

8. Assists in coordination of all travel arrangements for the cheerleading squad to home and
away athletic events, as determined by the Associated Students, including transportation,
lodging, per diem, appearances and study table, as needed.

9. Schedules, organizes and conducts cheerleading tryouts. Supervises the selection of the
cheerleading squad.

10. Supervises design, selection and ordering of all cheerleader uniforms and equipment.

11. Plans workout trainings and conditioning and preparation for camp, in game
performances, and competition.

12. Performs additional duties and coordinates special projects as requested by the
Associated Students or Designee.

13. Assist with the selection and interview process of an Assistant Coach.

Certification and/or Experience Required

1. AACCA Certified (or willing to get certified)
2. First Aid/CPR certification
3. Experience with a college level cheerleading program (either as a coach or participant)
4. Must be available on Tuesdays and Thursdays from 7p-10p for practices for the Fall
   Semester
5. Must be available on Wednesdays for Study hall
6. Must be available for Football Spring game to support Athletics (April)
7. Knowledge of elite level stunting and tumbling techniques for both all-girl and co-ed
8. Experience in developing choreography is preferred

Guidelines:
This position is non-exempt at will. Salary: Based on level of experience but not to exceed
$24.00/hr with a cap of $10,000.

How to Apply:
Visit www.as.sjsu.edu for complete application requirements. Please send application, resume,
cover letter, and references to:
Attn: Dana Moore
BB Building 200B
San Jose, CA 95192-0265
Fax #: 408-924-6231
Questions: 408-924-6228

This position is open until filled.