

## Part-Time Cheer Coordinator, Sumter County Parks and Recreation

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JOB TITLE: Cheer Coordinator  
DEPARTMENT: Parks and Recreation  
HOURLY RATE: \$10.07  
WEEKLY HOURS: 20 Hours Per Week  
LENGTH OF WORK: 10 Weeks

**JOB SUMMARY:** This position is responsible for coordinating and supervising all aspects of the recreation level cheer program; conducting a cheer clinic, ordering all uniforms, recruiting and supervising cheer coaches, communicating with cheer coaches, participants and staff to create a well-rounded Fall cheerleading program for girls ages 5 – 12.

### MAJOR DUTIES:

- Ensure the safe environment for practices and games for all participants in the cheer program.
- Secure uniforms for the cheerleaders through the bid process with assistance from the Athletic Manager.
- Recruit volunteer cheer coaches for each squad and facilitate the process of team placement for each of the participants.
- Supervise daily practices at an SCPRD facility.
- Coordinate a pre-season cheer clinic for the participants
- Order all needed uniforms, equipment and supplies for the program, using the Sumter County Financial Policies, with the assistance of the Athletic Manager.
- Responsible for the distribution of uniforms and equipment
- Schedule the squads to cheer for their respective football teams.
- Coordinate a post-season awards ceremony (Banquet, Exhibition or Gathering) to recognize the participants.

### KNOWLEDGE REQUIRED BY THE POSITION:

- General knowledge of basic cheers, chants and stunts
- General Knowledge of first aid methods and ability to monitor participants for health risk / warning signs
- Ability to communicate effectively, both orally and in writing, to establish a relationship with participants, coaches and the general public
- General knowledge of computers, software programs (Microsoft Word, Excel, Powerpoint) and basic office procedures.

**EDUCATION AND EXPERIENCE:** High School Diploma or Equivalent

**SUPERVISORY CONTROLS:** The Part-Time Cheer coordinator will report to the Athletic Manager who will assign work in general terms.