



MERCYHURST
UNIVERSITY

501 East 38th Street
Erie, PA 16546

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800-825-1926

mercyhurst.edu

Head Cheerleading Coach

Location: Erie

Department: Athletics

Reports To: Director of Athletics & Staff

Full/Part Time: Part Time

Closes: Open until filled

POSITION SUMMARY

The head cheerleading coach is responsible for building and maintaining the club cheerleading program consistent with all the goals of Mercyhurst University and the policies and procedures outlined in the Athletic Department Handbook. In addition to participating in competitions, the cheerleading team is an integral part of the Mercyhurst Athletics gameday experience.

Mercyhurst University places a special emphasis on the teaching component of coaching positions. Participation in sport at Mercyhurst builds on the important lessons students learn in the classroom. Mercyhurst views athletics as an extension and important part of the education and teaching mission of the University. Student-athletes are learning teamwork, ethics, discipline, and skill sets that will enhance their ability to succeed after leaving the University. The “teaching” of one’s sport and the related lessons that accompany participation in athletics are the primary and central functions of each coaching position at Mercyhurst University.

DUTIES AND RESPONSIBILITIES

- Oversee and manage the cheerleading squad through practices, game days, and competitions.
- Ensure that all relevant Mercyhurst University, NEC, NCAA and any other governing body rules and regulations are followed. Including, but not limited to, student-athlete eligibility, recruiting, financial aid, scheduling, and academic progress. Ensure compliance with Mercyhurst University, NEC, NCAA and any other governing body rules by student athletes and sport related staff.
- Direct and manage the Cheerleading program recruiting efforts of prospective student athletes to include the following: maintain minimum roster as established by Director of Athletics, maintain a database of recruits, host on campus visits, initiate and respond to phone calls, emails, and mailings.

- Work with Admissions/Student Financial Services as it relates to financial aid for recruits as well as campus tours and other recruiting needs.
- Appropriately manage the overall cheerleading program and any memberships related to leagues and competitions including coach's certifications where applicable.
- Manage the cheerleading program budget including expenses related to team travel, team equipment, fundraising and other items.
- Participate in fundraising, community service and engagement programs, assigned and/or coordinated by the Department of Athletics.
- Promote the academic success of student-athletes through support and encouragement of the resources available, including Writing Center, Tutoring, Math Lab etc.
- Plan, promote, and conduct camps, clinics, and/or lessons.
- Promote a positive image of the University through participation in community and professional organizations.
- Remain competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses.
- Contribute 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 equivalent) 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

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.