



## JOB DESCRIPTION – HEAD COACH

**Reports to:** HAJFL Cheer/Pom Directors

### **Position Overview**

The Head Coach for HAJFL Cheer/Pom is a dynamic leadership role responsible for overseeing the development and success of the cheer and pom teams. This individual will be the driving force behind team communication, coordination, and coaching, ensuring that all athletes receive high-quality instruction and support. The Head Coach will act as the main point of contact for parents, high school coaches, and the league, embodying the values and objectives of HAJFL.

### **Key Responsibilities**

- 1. Communication:** Develop and maintain all team communications, including email and social media platforms. Distribute schedules, league updates, and seasonal information promptly and clearly. Act as the main point of communication for parents, addressing inquiries and concerns.
- 2. Team Coordination:** Organize and conduct a team Meet & Greet to foster community and team spirit with team and families prior to the start of the practice season. Submit CheerFest pom music and ensure all performance materials are prepared. Manage team funds responsibly and transparently (kitty funds).
- 3. Practice and Equipment Management:** Ensure the availability of all necessary first aid supplies and equipment at practices. Preview and approve routines, guaranteeing their suitability and compliance with guidelines.
- 4. Liaison and Advocacy:** Serve as the primary contact for high school coaches, facilitating a strong partnership. Act as a liaison and advocate within the community for HAJFL football, cheer, and pom.
- 5. Coaching and Compliance:** Attend all practices and games, providing consistent leadership and guidance. Familiarize and comply with MHSAA guidelines, HAJFL, and LCACC bylaws. Maintain open communication with Cheer/Pom Directors and participate actively in coaches' meetings.
- 6. Certification and Training:** Pass a background check and maintain CPR certification. Learn all chants and routines to effectively teach and guide the team.



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- 7. Team Development:** Adhere to the code of conduct and encourage sportsmanship within and outside the team. Participate in and assist with fundraising initiatives and league functions. Attend summer camps and clinics to further team skills and cohesion.
- 8. Community and Sportsmanship:** Advocate for HAJFL football, cheer, and pom within the community, promoting the organization's values and goals. Promote and embody sportsmanship, encouraging respect and positive behavior among all teams.

### **Qualifications**

- Proven leadership, instructional, and communication skills.
- Experience in cheerleading/pom coaching and team management.
- Familiarity with MHSAA guidelines and cheer/pom competition rules.
- Ability to pass a background check and maintain CPR certification.
- Commitment to promoting sportsmanship, teamwork, and positive community relations.
- Ability to work collaboratively with coaches, team moms, parents, and young athletes.
- A positive attitude and a passion for supporting youth sports.

### **Time Commitment**

This position requires significant commitment throughout the cheerleading season, including practices, games, meetings, and events.

### **Compensation**

This is a volunteer position. The reward comes in the form of contributing to the growth and success of our young athletes and being a part of a vibrant community.

### **Application Process**

Interested candidates should submit a letter of interest and any relevant experience to the HAJFL Cheer/Pom Directors. Selection will be based on suitability for the role, commitment to the team's values, and the ability to work well within the HAJFL Cheer/Pom community.

**H AJFL Cheer/Pom is committed to creating a diverse environment and is proud to be an equal opportunity organization. All qualified applicants will receive consideration without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.**