

# LC WORK SCHOLARS POSITION DESCRIPTION

Work Scholar Job Title: Office Administration and Coach

Worksite Name: Valley Cheer

Supervisor Name: Tami Faraci Supervisor Email: valleycheerid@gmail.com

## **Employment Levels**

<b><i>Entry Level</i></b>	<b><i>Intermediate Level</i></b>	<b><i>Skilled Level</i></b>
Characterized by highly structured tasks or outcomes, relatively low level or number of skills required, typically repetitive or routine tasks and requiring direct supervision of worker results	Involves less direct supervision than entry level, more work variety, and requires some independent exercise of judgment along with an increasing knowledge of the job.	Work is typically skilled, requires little direct supervision, requires independent judgment on procedures, has variety, includes training others, and the expectation of contributions toward improvement of the way work is carried out.

**In what employment level does this position fall (underline one)?**

Entry Level

Intermediate Level

Skilled Level

**Describe the duties of this position.**

We are interested in applicants that have knowledge and experience in cheerleading and or gymnastics. While coaching experience is a plus we are willing to train someone if they have the knowledge of the sport from previous experience themselves.

**List the learning opportunities for this position.**

This student will help with training athletes from ages 5 to 17. They will work alongside head coaches in getting teams ready for competition and helping with classes and events, as well as fundraisers.

At Valley Cheer, a Work Scholar will gain the opportunity to work towards their career goals in aspects of cheer and business.

**What qualifications and skills are needed for this position?**

- Good organizational skills to ensure records are kept up on and easy for others to follow.
- Great communication skills when dealing with customers, athletes and when sending out monthly invoices.
- Previous experience and knowledge about the cheer community and knowledge of what is new and safe in regards to techniques to teaching skills.
- Trained to know the basic skills required for cheerleading today including tumbling, motions, jumps and dance.
- Past experience in tumbling, motions, jumps and dance and what is trending now in the cheer industry.

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