

Calumet College of St. Joseph is a Catholic, private, liberal arts college sponsored by the Missionaries of the Precious Blood located on the border of Whiting and Hammond, IN., 28 miles from the Chicago Loop. Founded in 1951, Calumet College of St. Joseph offers four graduate degrees, 19 bachelor's degrees, including 15 traditional majors, 10 associate's degrees and 4 accelerated programs. Recognized as a "Best College" for ethnic diversity by U.S. News and World Report 2014, CCSJ has an enrollment of approximately 1,200 domestic and international students. CCSJ fosters and supports excellence in Catholic higher education in a family-oriented, coeducational, four-year college.

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**Position Summary:** The Head Coach for Cheerleading is a part-time position with varied hours to meet the needs of the team. The main responsibility of the Head Coach is to recruit student athletes, administer the sports program in accordance with the policies of Calumet College of St. Joseph and assist with retaining the student athlete for their full educational commitment. The Head Coach is expected to spend approximately 60% of their time in student coaching and teaching activities with the remaining 40% of their time spent on recruitment and team travel activities. This position is part of the Athletic Department and reports to the Director, Athletics Programs.

**Education and Experience:** Bachelor degree in appropriate area of specialization; 1-3 years' college coaching and recruiting experience or extensive high school coaching experience; currently holds proper coaching certifications or willing to acquire the certifications CPR/First Aid/AED certified.

**Knowledge, Skills & Abilities:**

Requirements listed below are representative of the knowledge, skill, and/or ability required to be successful in this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to maintain positive and professional attitude towards performing the duties of the job.
- Ability to cooperate with other coaches, athletic department staff, faculty and staff to provide the optimum intercollegiate experience for the student athlete.
- Maintain a clear understanding of the role of athletics within a private, Catholic liberal arts setting.
- Ability to respond to requests for assistance from students and others.
- Ability to balance team and individual responsibilities.
- Display an organized and results-oriented approach to recruitment and coaching.
- Knowledge and understanding of organizational goals and objectives, policies and procedures.
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff.
- Strong organizational, analytical, and communication (verbal and written) skills.

**Primary Responsibilities/Duties:**

- Consistently demonstrate strong, positive and productive leadership skills.
- Oversee and coordinate all recruitment and retention activities to build a competitive program and will work in cooperation with the Director of Enrollment to ensure proper recruitment tactics, growth, and planning.
- Administer the sports program in accordance with the policies and procedures of CCSJ.

- Work in cooperation with the Athletic Director on a strategic plan for program growth and competitiveness.
- Effectively communicate with all College faculty, staff and administration on the academic progress of the sport's student athletes.
- Arrange all scheduling commitments throughout the season.
- Demonstrate and implement successful year round training plans for all student athletes committed to the sport (pre-season, in-season, post-season).
- Collaborate creatively with hands-on fundraising opportunities for the Athletic Department and the sport.
- Manage assistant coaching staff (if assigned) associated with the program while encouraging cooperation and teamwork.
- Develop various camps/clinics during the year to help promote the program and the College.
- Provide all student athletes with a quality collegiate academic and athletic experience.\
- The Head Cheerleading Coach will be responsible for the overall program to ensure proper spirit that relates directly to campus, institutional and athletic events.
- Work in cooperation with the Head Dance Coach to provide proper game day experience for athletic events

**To apply**, please send a cover letter highlighting your previous experience and qualifications along with a current resume to **Sharon McGuire, Director of Human Resources via email at [smcguire@ccsj.edu](mailto:smcguire@ccsj.edu)**. This position will remain open until filled. CCSJ is an equal opportunity employer.