

P.L.A.Y. Cheer Board Volunteer Position

Job title	<i>Assistant Director of Sideline Cheer</i>
Reports to	<i>Director of Sideline Cheer</i>

Job purpose

The Assistant Sideline Director is responsible for assisting with the operations of the P.L.A.Y. Sideline Cheer Program of approximately 140+ athletes. The Assistant Director manages, recruits and trains Sideline Coaches; uniform ordering and coordination assistance, helps ensure that the Sideline program is run in accordance with the organization's standards; and helps the program retain and attract new sideline athletes, families and coaches at all age and school levels, while working closely with the Sideline Director.

Duties and responsibilities

The duties of this position will continually evolve as the cheer program continues to evolve and grow. Below are a few of the Duties and Responsibilities for the position (**all duties are under approval of Sideline Director*):

- Coaches:
 - Recruit and interview parent volunteer Sideline Coaches; provide an overview of duties and responsibilities of coaching
 - Schedule coaches in person training
 - Ensure coaches have fulfilled all P.L.A.Y. coaching requirements
 - Develop a printed reference guide with Sideline Cheer season information with the Sideline Director to provide to coaches
 - Frequently present during Sideline practices to be an on site resource for coaches
- Leadership:
 - Promote a culture of athlete safety
 - Coordinate the efforts of the:Volunteer Sideline Coaches
 - Superb and professional written and verbal communication
 - Continually promote & support Positive Coaching Alliance (PCA) Coach, Player, and Parent Goals
 - Ability to calmly and professionally handle difficult athlete and coach situations
- Outreach/Communications:
 - Regular communication with the VP, Sideline Director and Coaches
- Technology:
 - Responsible for loading all practice schedules, events (pictures, PLAY night, end of season showcase) and games uniformly into all sideline squads Sports Engine calendars.
 - Draft written communications on season updates for Sideline Director to review and post for coaches

- Program Management and Development:
 - Draft and assign coaching staff, assist with formation of sideline squads with Sideline Director
 - Assist where needed with identifying sideline equipment needs and providing input into design of program gear
 - Assist with Sideline End of Season Showcase planning and execution with Sideline Director
 - Provide input into other involvement opportunities for all sideline skill levels including but not limited to practices, games, tumbling or other clinics, end of season show, and other community outreach programs.

Qualifications

To be successful in this position there is a minimum level of qualification needed. These are the qualifications that are necessary for someone to be considered for the position. All qualifications must comply with state human rights legislation. Preferred Qualifications include:

- Demonstrated skill in effective written and verbal communications
- Proficient with technology; bonus if experienced in Sports Engine, Gmail/Google Drive and Microsoft Office suites (word, excel, powerpoint etc.)
- Has a thorough understanding and practical knowledge of the P.L.A.Y. Cheer organization
- Has coached or volunteered within the P.L.A.Y. Cheer system
- Able to look globally at the sideline cheer program not just through the eyes of a parent
- A demonstrated understanding and adherence to the P.L.A.Y. code of ethics, philosophy, and conduct
- Demonstrated ability of self-control, patience and ability to work effectively with others

Working conditions

This position will require you to work with volunteers, team coaches, athletes, athletes' parents, and the rest of the Cheer board. You will need to be committed, honest, diplomatic, responsive, thorough and above all open minded and ethical.