Head Cheer Coach

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. KWU Employment Application
2. Cover letter,
3. Resume/curriculum vitae,
4. Three references,
5. Desired salary (may be entered on application)
6. Please email your application materials to hr@kwu.edu.

The timeline for filling this position is:

- Applications received by November 16, 2026, will be given priority. Applications will continue to be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position starts as soon as possible.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

Location: Athletics

Overview: The Head Cheer Coach serves as both a key representative of Kansas Wesleyan University and a leader within its athletics program. This position is responsible for advancing the university's mission through student-centered recruitment, enrollment success, and the development of a competitive and engaging cheer program.

As Head Cheer Coach, the position leads a program aligned with NAIA and KCAC standards, focusing on recruiting and retaining student-athletes while fostering their academic, athletic, and personal development. The role emphasizes creating a positive student-athlete experience through structured practices, competitive performance, and meaningful engagement in campus and community life.

These responsibilities position the individual as a vital connector between admissions and athletics—enhancing student recruitment, supporting student success, and strengthening the university's presence across campus, alumni networks, and the Salina community. This position also supports recruiting efforts for the university's athletic band, "The Howl".

Position employment status: This position is classified as full-time, exempt, staff, at-will.

Work Schedule: Full-time position, standard business hours with flexibility required. Evening and weekend work will be required for all required Athletic program events. Travel will be required for recruiting and competitions.

Salary & Benefits: Salary rate is dependent upon the successful candidate's experience and qualifications. Benefits are available for full-time employees.

Key Responsibilities

Coaching & Instruction

- Plan and conduct practices and competitions
- Teach cheer techniques, routines, and choreography
- Prepare teams for performances and competitions
- Use video analysis for performance improvement

Recruiting & Retention

- Identify and recruit qualified student-athletes
- Maintain roster size (35–40 athletes)
- Retain current team members
- Ensure compliance with NAIA and university policies

Program Administration

- Monitor academic progress (target: 3.0 GPA, 90% graduation rate)
- Manage program budget and travel
- Maintain inventory of uniforms and equipment
- Coordinate mascot program and appearances
- Schedule competitions and events

Engagement & Leadership

- Lead at least two community service projects annually
- Participate in campus service and leadership activities
- Serve as program spokesperson
- Represent the university at conferences and events

Collaboration

- Work with athletic staff, SID, trainers, and coaches
- Provide accurate reporting on team performance

Work Environment & Conditions

- Office, athletic facilities, and outdoor environments
- Exposure to varying weather conditions
- Physical activity and demonstration required

Qualifications

- Demonstrated passion for small, private, liberal arts education.
- Demonstrated alignment with the mission and vision of Kansas Wesleyan University.
- Professional-level written and verbal communication skills.
- Proficiency in Microsoft Word and Excel.
- Ability to work effectively both independently and collaboratively in team environments.
- Ability to prioritize duties and execute detailed work with accuracy.
- Ability to maintain confidentiality.
- Punctuality and reliability in attendance.
- AACCA Safety Certification
- First Aid/CPR
- Bloodborne Pathogen Training (within 60 days)
- Valid Driver's License with good driving record

Education

- **Minimum Required:** Bachelor's Degree
- **Preferred:** Master's Degree

Experience

- **Minimum Required:** 1–3 years of related professional experience in higher education, admissions, recruitment, or a comparable customer service-focused role.
- **Minimum Required:** 2 years of cheer coaching experience. Preferred collegiate coaching, recruiting, and NAIA experience.