



Job Title: PAFA Spirit Coach
Department: Recreation and Facilities
Classification: Part-Time, Non-Exempt
Salary Range: Hourly
IMRF Position: No

POSITION FOCUS

The PAFA Spirit Coach, under the Gymnastics Coordinator's direction, is responsible for teaching cheer skills such as jumps, motions, cheers, and stunts. Coaches may lead mini cheer squads or football sideline squads.

SUPERVISORY RELATIONSHIPS

Reports directly to the PAFA Spirit Supervisor and indirectly to the Gymnastics Coordinator.
Does not have direct reports.

ESSENTIAL FUNCTIONS

1. Responsible for implementing the lesson plans provided by the program supervisor.
2. Lead and actively participate in various cheer activities with participants, such as practices and games.
3. Oversee participant enrollment by ensuring designated guardians sign participants in and out.
4. Maintain participant rosters that include emergency information and forms and keep a first aid kit readily available at all times.
5. Promptly report all accidents and incidents to the appropriate supervisor and document behavioral incidents using the designated forms.
6. Implement appropriate disciplinary measures for participants and communicate any ongoing concerns to the relevant supervisors.
7. Perform other duties as required or assigned.

SECONDARY RESPONSIBILITIES

1. Cultivate and maintain positive working relationships with internal staff and patrons.
2. Maintain a high level of professionalism.
3. Participate in all mandatory staff training sessions and meetings.
4. Attend assigned practices and events, engaging actively with participants.
5. Exhibits regular and punctual attendance. Notifies supervisor a minimum of 48 hours of a shift schedule change.
6. Adhere to the prescribed dress code each day, which includes wearing a coach's t-shirt, gym shoes, or cheer attire as appropriate.
7. Execute responsibilities safely and in accordance with district policies, procedures, work regulations, and safety protocols as outlined in the employee handbook.
8. Ensure the practice area remains clean and organized by properly storing supplies after use.
9. Uphold conduct that aligns with district policies and procedures at all times.
10. Act in the best interests of the Palatine Park District, fellow employees, and patrons.



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EDUCATION, EXPERIENCE, AND TRAINING

- Prior cheerleading experience as a team member or coach is required, current cheerleader is a plus
- Enjoy working with children
- Energetic and positive attitude

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- The ability to pass a background check within the Illinois Park District code requirements
- Good interpersonal skills and a friendly personality.

HOURS AND ENVIRONMENTAL CONSIDERATIONS (includes Physical Demands)

- Work hours generally include weeknights and require weekend hours during the season, which runs from July to November.
- General work area is an indoor, smoke-free environment with controlled temperatures and fluorescent lighting. With exposure to noise distractions from employees or equipment operation in adjacent work areas. Also, may have infrequent exposure to cleaning materials and office supplies.
- May have limited exposure to infectious disease if required to perform routine first aid or emergency procedures.
- The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Frequently moves items weighing up to 50 lbs. across practice space for various needs.
- May require some bending, kneeling, and reaching for items, supplies, or materials as directed.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

AFFIRMATIVE ACTION/EEO STATEMENT

At Palatine Park District, we are proud to be an Equal Employment Opportunity and Affirmative Action Employer. We celebrate diversity and are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better we can serve the Palatine Park District Community.

SIGNATURES

This job description has been reviewed approved by:



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Supervisor/Manager Name: _____

Supervisor/Manager Signature: _____ Date: _____

Superintendent/
Director Name: _____

Superintendent/
Director Name: _____ Date: _____



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EMPLOYEE ACKNOWLEDGEMENT STATEMENT

By my signature below I acknowledge that I have received and have had an opportunity to review the copy of my job description.

I understand all my job duties and responsibilities and I am able to perform the core responsibilities as outlined.

I understand that the job description is intended to describe the general nature and level of work performed by me and is not a complete list of responsibilities, duties, and skills required of me in this position.

I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I recognized that the job description is used by the employer and the employee to clarify expectations regarding reporting relationships, qualifications, physical requirements and essential duties.

If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.

This is not a contract or enforceable promise or guarantee of any kind, of any specific terms or conditions of procedural rights, and that any or all portions of this procedure may be amended or eliminated from time to time without advance notice.

Acknowledgement Signatures

Employee Printed Name: _____

Employee Signature: _____ Date: _____