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| **CLASSIFICATION TITLE:** | **YOUTH CHEER COORDINATOR** |
| **DEPARTMENT:** | PARKS & RECREATION |
| **PAY GRADE:** | **$15.00 - $17.50 PER HOUR** |
| **EXEMPTION STATUS:** | NON-EXEMPT |
| **REPORTS TO:** | RECREATION SUPERVISOR |
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| **GENERAL DESCRIPTION:** | |
| Under the direct supervision of the Recreation Supervisor, employee will coordinate and supervise the Youth Cheerleading program. The employee will perform tasks which include leading, supervising and planning the youth cheerleading program during games and practices. This is a highly responsible position working with the general public. Work on the weekends and at night is a must. Most work is performed outdoors and an employee is exposed to weather conditions, including heat. Work is reviewed through periodic observation by the Recreation Supervisor while in progress. Employee will work between 0-15 hours per week based on program schedule. | |
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| **ESSENTIAL FUNCTIONS:**  Essential functions, as defined under the *Americans with Disabilities Act*, may include the following tasks, knowledge skills, and other characteristics. This list is illustrative only, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class. | |
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| **DUTIES AND RESPONSIBILITIES:**  (Which are not in hierarchical order)   * Organizes and runs the youth cheerleading program. * Assists in researching, planning, developing and evaluating the cheer program. * Acts as a site supervisor during games and practices. * Acts as a representative of the City of DeBary Parks and Recreation Department. * Oversees and supervises program volunteers. * Cooperates and communicates with parents. * Assists in enforcement of City rules and regulations at program sites. * Maintains discipline at assigned area and confers with parents. * Manage and maintain all cheerleading equipment provided for the program. * Perform other related duties and functions as assigned. | |
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| **KNOWLEDGE, SKILLS & ABILITIES:**     * Must be able to work nights and weekends. * Knowledge of sideline cheers and dances appropriate for the designated age groups. * Must be Energetic. * Ability to demonstrate cheers effectively. * Knowledge of City programs and services. * Knowledge of basic safety rules. * Ability to establish and maintain effective working relationships with those contacted in the course of work. * Skill in working with children in an organized environment. | |
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| **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**  The physical demands and work environment here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects, tools or controls. There is a frequent need for the employee to sit, talk and hear. The employee frequently is required to stand, walk and reach with hands and arms. The employee is frequently required to sit, climb and balance, and stoop, kneel, crouch or crawl.  The employee must lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.  While performing in the duties of this job, the employee regularly works in outside weather conditions and is regularly exposed to extreme heat. | |
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| **MINIMUM QUALIFICATIONS:**  Must have a high school diploma, or equivalent. Experience coaching youth cheerleading with knowledge of sideline cheers and dances required. Two (2) years of experience in school, or child care setting; or an equivalent combination of related education, training and experience. The employee must possess a valid Florida Driver License. Must be able to pass a drug screen and background check. | |