

Churchill Head Cheerleader/Co-Head Cheerleader/Junior Officer Job Description & Duties

***Failure to fulfill these duties/expectations may result in removal from the position**

***Duties may be designated/divided once positions are chosen.**

Duties:

- *Keep an extra copy of all music (ex: camp/competition/football/pep rallies) & bring it to each practice/competition/performance.
- *To check cheerleaders for proper uniform parts, jewelry, fingernail polish, gum, etc. while in uniform
- *To assist Mrs. Carswell with the merit/demerit records
- *To lead **ALL** the squads at practices, games, and events
- *To warm-up the squads at practice
- *To keep the cheerleaders focused and on task at all games and practices
- *To keep the team quiet and make sure they are on task during study hall
- *To teach cheers, chants, and dances to all of the squads
- *To help “clean” routines
- *To arrive at all practices, games, and events at least 10 minutes early
- *To stay after each practice, game, or event in order for jobs to be completed. You should not leave until dismissed by Mrs. Carswell. Do not plan to leave when other teammates leave. You should always plan to stay to not only help clean up, but also help plan, discuss practice, etc.
- *To assist Mrs. Carswell with the Freshman and JV squad at designated practices, (including Champions) and games. You will not necessarily attend every practice/game, but you should attend more often than not. Remember, if chosen, you are the leader of all the squads, not just Varsity, so you need to attend their events/practices too.
- *To assist with the pep squad when needed especially during pep camp
- *To assist Mrs. Carswell and the other directors in organizing pep rallies
- *To do choreography for “Meet the Chargers,” Spring Show, pep rallies, and other events as needed
- *To communicate information and updated information to the team by making calls as needed
- *To organize the uniform lists for ALL squads’ games and events throughout the year
- *To organize the painting of the breakthroughs (get groups to sign up, create the sign up poster, distribute supplies, etc)
- *Help with creating and recording the team calendar.
- *To issue/collect uniforms, paperwork, help with fittings, etc.
- *To attend all team activities and all functions that are optional for the team
- *To perform all other duties requested by the cheerleading coach

Motivational/Bonding Duties:

- *To plan the Holiday party with Mrs. Carswell (and any other team events designated by Mrs. Carswell)
- *To make spirit gifts from the Churchill Cheerleaders to give to other schools at camp

- *To give motivational quotes at each competition or performance and other needed times during the year
- *To help with team building and motivation activities throughout the school year
- *To maintain and be responsible for the cheer notebook at all practices, games, and events
- *To organize Little and Big Sis activities, lists, etc.

Duties Specific to the Head Cheerleader:

- *To assist the directors at pep squad and dance competitions when necessary
- *To attend practices for all squads on a regular basis
- *To teach at the Churchill & NEISD pep squad camp (August 11th – August 13th)
- *To represent the team at school and community functions (must attend all optional/merit activities)
- *To be the assistant to the cheerleading coach. You should be Mrs. Carswell's "right hand" and always be there to help. Remember if you are not around, you cannot be there to help, so make sure to always be with Mrs. Carswell (at competition, games, clinics, camps, etc.). Also, it is important to remember that all decisions are still made by Mrs. Carswell, so make sure to always check with her.

Spirit Leader/Social Officer Job Description & Duties

Failure to fulfill these duties/expectations may result in removal from the position.

General Duties of a Spirit Leader (These will fall under the duties of all cheer officers):

- *Plan activities to motivate, encourage, and inspire the team throughout the year
- *Help plan and actively participate in social officer fundraisers as needed to help offset costs
- *Arrive at all practices, games, and events 10 minutes early
- *Stay after each practice, game, or event in order for jobs to be completed. You should not leave until dismissed by Mrs. Carswell.

Specific Duties of a Spirit Leader:

- *Create/plan a theme for the year and find ways to incorporate throughout the year
- *Plan and organize outfits and accessories for the theme day at UCA team camp
- *Plan bonding/motivating activities to be done at UCA team camp
- *Make the team mailbox
- *Help plan the new team party
- *Help plan the pep rally planning varsity retreat
- *Plan a team bonding outing for all the squads this summer
- * Organize the “Back to School” Pool Party
- *Plan and organize the September team bonding party
- *Plan a team Halloween party
- *Plan and organize the November team bonding party
- *Help plan the Holiday Party for December
- *Plan team outings periodically during competition season (ex: movie nights, Chuck-E-Cheese, etc.)
- *Plan team bonding activities/games to be done at practices throughout the summer and during competition season months (October – February)
- *Organize practice theme days for all Friday practices during the summer, for the practices preceding a competition day, and other appropriate times during the year
- *Assist with the planning of charity events
- *Help with organization of the Cheer Banquet if needed
- *Plan motivating activities/items for cheer tryouts
- *Give motivational quotes at each competition/performance and other times during the year
- *Decorate cheer lockers and dance studio at appropriate times during the year
- *Organize how we are going to celebrate birthdays
- *Organize Boo Buddies & Secret Santas
- *Create a what to wear poster (practice clothes) for the dance/cheer room
- *Create 3 cheerleader of the week posters for the dance/cheer room
- *Create a goals chart for each squad
- *Make get well cards, sympathy cards, congratulations cards, etc. for members of the cheer squad as needed.
- ***All other duties requested by the cheerleading coach**