

Job Title: Vice President of Cheer

Organization Type: Wylie Area Youth Sports-Nonprofit Youth Sports League

Reports to: Vice President of Cheer and Board of Directors

Time Commitment: Volunteer position, 2-year, Even year

Position Summary:

The vice president of cheer is responsible for overseeing the day-to-day operations and logistical planning of the cheer program within the nonprofit organization. This role ensures that all cheer activities run smoothly, efficiently, and in alignment with the organization's mission, policies, and goals. The vice president of cheer works closely with the President of Cheer, Cheer Commissioner, coaches, team moms, and board members to coordinate scheduling, uniforms, events, and communication.

Key Responsibilities:

- Support the operational needs of the cheer program across all teams and age groups
 - Coordinate practice schedules and game day logistics in collaboration with the Cheer Commissioner
 - Organize uniform fittings with the vendor, orders, and distribution for all squads
 - Manage inventory and procurement of cheer equipment, uniforms, and supplies
 - Assist in planning special events such as the Pep Rally, showcases, and fundraisers
 - Ensure timely and accurate communication to coaches, team moms, and parents regarding schedules, expectations, and updates
 - Assist in enforcing organizational policies, safety protocols, and code of conduct across all cheer teams
 - Support onboarding and training processes for new coaches and volunteers
 - Help resolve conflicts or concerns raised by staff or families in collaboration with the Cheer Commissioner
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Qualifications:

- Experience in cheer program management, youth sports administration, or event coordination
- Strong organizational, time management, and problem-solving skills
- Excellent written and verbal communication
- Ability to work collaboratively with volunteers, staff, and board members
- Comfortable using digital tools for scheduling, communication, and tracking
- Passion for youth development and cheerleading
- Available evenings and weekends during the cheer season
- Attend ALL board meetings and provide updates on cheer operations and progress

Term and Commitment:

Time commitment varies throughout the year, with peak responsibilities during preseason planning, active cheer season, and major events.

