



Position Title: Head Dance Coach

Reports To: Athletic Director

Major Responsibilities: The primary duty of the Head Dance Coach is to enhance the quality of dance and life skills with the student athletes and to be involved in all coaching activities within the structure of practices, events and possible trips. Must uphold and reinforce rules and regulations of Dance Team, Athletic Department and Florida National University.

Educational Requirements: Bachelor's Degree

Specific Duties and Responsibilities:

1. Reads, understands and complies with the University and Athletic Department mission, the Faculty Handbook, the student-athlete handbook, all athletic protocols, procedures and the institutional effectiveness process.
2. Responds to communications (e-mail/voice-mail) on a daily basis.
3. Ability to communicate and work with a diverse population.
4. Promote, support and actively participate in the practice regime.
5. Serve as a role model of healthy engagement in the greater campus community
6. Develop a personal relationship with each student-athlete on the team.
7. Facilitate one-on-ones, event planning and community meetings/events.
8. Be available to discuss concerns, interests, and needs with the student-athletes.
9. Assist in upholding community standards by providing neutral observation and objective reporting of incident, crisis and other situations that may arise.
10. Participate in departmental committees and monthly meetings.
11. Help create a safe, welcoming, accessible and fair environment that actively includes and engages everyone.
12. Report all damages or problems with facilities within following the correct chain of command.
13. Actively involve the crowd at respective FNU Athletic events and games.
14. Maintains current knowledge of policies, procedures, and athletic rules.
15. Develops and disseminates team schedules for all Florida National University sporting events.
16. Maintains an inventory record of all dance athletic equipment.
17. Maintains accurate and official dance team records and program history.

18. Develops and maintains an effective program in order to identify and attract prospects for the team.
19. Ensures ongoing eligibility of athletes.
20. Supervises the Assistant Coach (s) and other part-time employees of the Dance Team.
21. Coordinates all team travel adhering to prudent budgetary practices.
22. Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees.
23. Create and adhere to a code of conduct for the respective Dance Team which is in direct representation of Florida National University.
24. Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur.
25. Participate in the self-studies and committees conducted by the University.
26. Support and participate in University's Commencement Ceremonies.
27. Performs other duties as assigned.

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills and/or responsibilities required for this position in each Campus at all times. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this job position.

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