

Dear Applicant,

Congratulations on receiving an application for employment on the NCA Staff! The National Cheerleaders Association is the original cheerleading company dating back to 1948. We've built our reputation on a long-standing tradition of excellence, quality and integrity in everything we do. We're the first and we're the best.

NCA runs the most well-rounded camps in the nation. For over sixty-five years, we've brought you the most exciting and BEST cheerleading and dance training in the world and we pride ourselves in having the most professional staff in the industry. Each and every NCA Instructor is highly trained, caring, enthusiastic and determined to help each team member reach their goals and each team become the best they can be.

The following list will give you some pointers for successfully filling out your application and filming your video:

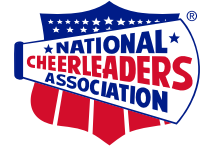
- Please note that you must turn 18 years of age by the end of May in order to apply for the NCA Staff this summer. If you do not meet this requirement, please keep this application in order to apply next year.
- Ask three (3) non-family members to write short recommendations on your behalf – we strongly suggest having one letter from your current coach.
- Start early – it is stressful to throw together a quality video at the last minute.
- Think of your video as a job interview – only include the best of your abilities.
- Review your video before sending it in! Make sure it contains the following:
  - An introduction (i.e. why you would like to be on NCA Staff)
  - Three (3) different advanced jumps
  - One (1) cheer showcasing motion technique
  - 1-2 running tumbling skills
  - 1-2 standing tumbling skills
  - Two (2) stunts – females must perform two all-girl stunts but are allowed to do two additional coed stunts; males may perform two group stunts, two coed stunts or a combination of both.
- Perform jumps and tumbling on a standard cheer surface (grass, court or thin mat) with shoes on (please do not use a spring floor; however, you may include extra skills on a spring floor that you are currently working on).
- Type or clearly print your application and include a full body picture.
- Send your video in an appropriate package to prevent any damage during transit.
- Please be mindful of the deadline on your application.

You will receive a letter confirming the receipt of your video and application within a month.

If you do not receive this letter, please call our office. You will be notified of employment by March 1<sup>st</sup>.

Once more, we congratulate you and look forward to reviewing your application and video!

Sincerely,  
The NCA Staffing Team



## **HOW WILL I BE NOTIFIED IF I AM HIRED?**

You will be notified by mail on or before March 1<sup>st</sup> of your employment status. Staff is hired in each region based on the number of returning veteran staff and the number of camps projected for the summer. If you are selected as a New NCA Instructor, you will be sent a comprehensive packet of information that will contain paperwork and detailed information on all areas of instructing Summer Camps for NCA.

## **IF HIRED, HOW WILL I BE TRAINED?**

All NCA Instructors attend a mandatory Staff Training Meeting that will take place in the month of May or June. There are multiple Staff Meetings set up across the country and you will be asked to attend the meeting located in your region. This extensive meeting will cover all aspects of your job as an instructor (policies, procedures, teaching methods, safety, etc.). NCA will help to coordinate transportation to and from the Staff Meeting and all expenses are taken care of for the meeting; however, salary is not paid during this training session.

## **IF HIRED, HOW WILL I BE STAFFED FOR CAMPS?**

Your availability during the summer will be the biggest factor in determining how many camps you will have on your initial schedule. We request that you be available for at least 5 full weeks during the summer (June through August). You will be scheduled for camps within a 6 to 8 hour radius from your home address and we will attempt to give you as much information as possible to set up travel with other instructors. Travel is a required part of the NCA Instructor position and you are ultimately responsible for getting yourself to and from camp. The more flexible you are, the more camps you will receive throughout the summer. Camps that grow in enrollment and the addition of Home Camps will allow you to add camps continuously throughout the summer as your schedule permits.

## **HOW MUCH WILL I GET PAID?**

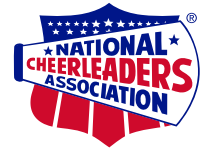
The NCA pay scale is based on experience in performing and teaching and will be set once you are hired. Once at camp, all lodging and meals will be paid for by NCA. On top of your base pay you will receive non-taxed expense money per camp for travel and additional meals. If you are asked to travel a longer distance and you go beyond the fixed amount, you will be reimbursed through an expense report. If you are scheduled for a Commuter Day Camp or a Home Camp, you will be housed in a hotel and given more expense money since you will be on your own for more meals. You will be trained on all of these procedures at Staff Meeting.

## **IS THE NCA INSTRUCTOR POSITION YEAR-ROUND?**

Although the summer has the heaviest volume of camps, NCA has much to offer throughout the entire year. Regional and National competitions are held all over the country and staff members play a vital role in the success of these events. NCA also recommends staff members for judging and choreography throughout the year, which helps you to earn extra money for school.

Be sure to turn in complete and professional paperwork and video by the deadline!  
We look forward to reviewing your application!

# INSTRUCTOR APPLICATION ★ ★ ★



A VARSITY SPIRIT BRAND

## POSITION OVERVIEW:

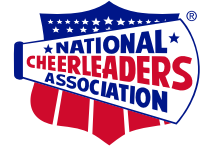
NCA Staff is an exciting opportunity for cheerleaders to develop professionally in a field they love! Our instructors are some of the most talented and personable cheerleaders in the nation. The NCA Staff takes great pride in being part of an amazing family of instructors that spans the country and positively affects the lives of thousands of cheerleaders every year. The honor of being an NCA Staff Member is one that has the ability to open many future professional doors for you if you commit to the job and give 100% throughout your career.

As a member of NCA Staff, you will have the opportunity to wear many different “hats” both during and after camp. As the industry progresses and changes, so does your job. Each year that you are invited to return to NCA Staff will bring more responsibilities and opportunities that can be beneficial in your future as you attend college and interview for jobs. Below are some expectations, responsibilities, and benefits should you be chosen for this amazing opportunity.

## AS AN NCA STAFF MEMBER, YOU WILL BE A:

- **Teacher:** 95% of this job is teaching – ensuring that cheerleaders who attend your camps understand, comprehend, and retain the valuable information you provide them. Camp is about the campers and how well they learned and grew from their experience with you as a teacher.
- **Mentor:** You are teaching values, hard work, dedication, perseverance, and determination.
- **Customer Service Representative:** The key to success in customer service is to communicate, be proactive, attend to the attitudes and needs of your customer, and ALWAYS be positive.
- **Evaluator:** You will have the opportunity to give immediate feedback, verbal and written, on several performances throughout camp.
- **Performer:** It is imperative to maintain your technical ability and performance quality. You will be performing and demoing cheers, chants, stunts, and various skills in front of the camp.
- **Competitions Crew:** Throughout the competition season, you will be contacted to help work and/or judge regional competitions for NCA and other local/state organizations.
- **Recruiter:** You have the ability to spread the word about our camps and recruit new teams to NCA summer camps and competitions each year.





## EXPECTATIONS OF NCA STAFF:

- Submit personal paperwork to your Regional Staffing Director in the NCA office.
- Proactively communicate with customers and Regional Staffing Director in a professional manner, both in verbal and written communication; i.e: respond to all emails, texts and calls within 24 hours.
- Learn and perfect all camp material from the provided Curriculum link before attending your regional Staff Meeting.
- Attend your Regional Staff Meeting for training on teaching skills, performance skills, NCA technique, and NCA policies.
- Commitment to the NCA camp schedule you are assigned (based on the availability you provide) with flexibility to change or add as enrollments change throughout the summer.
- If unable to work a camp you are scheduled for you must find a replacement.
- Represent the best values of NCA in all situations.
- Car available – it is possible you could drive up to 8 hours to a camp.
- Organize car pool arrangements to and from the assigned camp(s).
- Display exemplary teaching and motivational skills to not only the camp participants and coaches but also your fellow NCA staff members and Head Instructors.
- Being prepared for every class.
- Teach or demo camp material at a professional level.
- Exemplify the qualities of a true Role Model to camp participants of all ages.
- Completion and submission of final camp paperwork.
- Ongoing improvement of technical, teaching, motivational and interpersonal skills.

## BENEFITS FOR NCA STAFF:

- Instructor salary.
- Per diem to cover meals and travel expenses.
- End of summer bonus opportunities.
- Exposure to choreography opportunities.
- Marketable professional skills such as public speaking, staff and team management, to name a few.
- Networking opportunities.
- Learn and teach innovative NCA curriculum to athletes and facilitate team bonding.
- Staff discount in the Varsity Store.
- Special Event invite opportunities.
- Memories that will last a lifetime!

# INSTRUCTOR APPLICATION



A VARSITY SPIRIT BRAND

**Note: Applicant must turn 18 years of age by May.**

Accepting applications beginning November 1<sup>st</sup>.

All applications must be postmarked by: **January 2<sup>nd</sup>**

For more detailed information, please visit the **STAFF** page at [www.NCA.Varsity.com](http://www.NCA.Varsity.com).

To apply, please submit the following with this form:

1. Video Segment on a Jump Drive, or Private Internet Link
2. One recent full body picture
3. Three (3) letters of recommendation – may be written by a sponsor, teacher, dance instructor, coach, employer, etc.

The video segment should only consist of your most advanced skills:

1. An introduction including your name, where you currently cheer, and why you would like to be an NCA instructor.
2. 3 different jumps – connected series is preferred
3. 1 cheer showing a variety of motions with proper technique
4. 1-2 running tumbling skills
5. 1-2 standing tumbling skills
6. 2 group stunts (mandatory) - 2 partner stunts (optional)

*Only skills performed on an approved surface will be scored. Tumbling MAY NOT utilize a spring floor. The video will become the property of NCA. Applicants must label your video with name, city, and state.*

**Mail completed application and attachments to:**

National Cheerleaders Association  
Attn. Staffing Team  
2010 Merritt Drive, Garland, TX 75041.

**Your application will not be processed until all items are received.**

**You will be notified of employment status by March 1<sup>st</sup>.**

**Please type or clearly print the following:**

## Home Information

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone (with area code) \_\_\_\_\_

Cell Phone (with area code) \_\_\_\_\_

Email Address \_\_\_\_\_

### Office Use Only:

Camp \_\_\_\_\_

Date application was presented \_\_\_\_\_

Presenting Head Instructor \_\_\_\_\_

T       S       C

## School Information

I am currently in (check one)

High School (must be a Senior to apply)

Which college or university are you planning to attend?  
\_\_\_\_\_

College - College Classification (check one)

Freshman

Sophomore

Junior

Senior

Graduate School

Major in School: \_\_\_\_\_

Name of school you are currently attending  
\_\_\_\_\_

Do you currently cheer for the school listed above?  YES  NO

Graduated – occupation \_\_\_\_\_

Do you have a car available to drive to camps if hired?  YES  NO

Your address at your college/university if you do not live at the home address already listed:  
\_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Which state will you live in when the summer begins?  
\_\_\_\_\_

I would like my information sent to:  Home  School

## Personal Information

Birth date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

MALE

FEMALE

Stunting Position:  Top Person  Base  Back Spot

List any injuries or health problems you have which may affect your ability to work:  
\_\_\_\_\_

Camp(s) attended:

Camp Location / Year  
\_\_\_\_\_  
\_\_\_\_\_

Which company administered the camps? (ie. NCA, etc.)  
\_\_\_\_\_

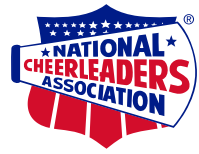
**\*Fill out both sides of this form and return to NCA.**



**NCA.VARSITY.COM**  
**800.NCA.2WIN**



# INSTRUCTOR APPLICATION



A VARSITY SPIRIT BRAND

Please list your teaching experiences, honors, awards, activities and other responsibilities:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Do you have a personal website (Facebook, Twitter, Instagram, etc.)? If I went to your page, what would I find?

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Do you consider yourself to be dedicated and a hard worker? Why do you think this? If hired, how dedicated would you be to work for NCA?

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Why do you feel you would make a strong NCA Instructor?

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