



Dear Applicant,

Thank you for your interest in employment with 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 seventy years, we've brought you the most exciting and BEST cheerleading and dance training, and we pride ourselves on having the most professional staff in the industry. Each and every NCA Instructor is highly trained, caring, enthusiastic and determined to help team members reach their goals, and each squad become the best they can be.

The following list will give you some pointers for successfully completing your application:

- Please note that you must turn 18 years of age by the end of May/June, depending on your staff training date, 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 tryout as a job interview – only include the best of your abilities.
- For video links, review your videos before submitting! Make sure videos contain the following:
 - Video segment should consist of an introduction, including: name, where you currently mascot and why you would like to be an NCA Mascot Instructor. Please film your introduction in regular attire.
 - TWO videos that show your talent or skit in character. You may use previously-filmed videos from games, pep rallies, etc. from your school. Be creative and show us what you can do!
- Please be mindful of the deadline of your application.
- If attending a live tryout, please come prepared with all requested paperwork, as well as anything else you are asked to bring.

You will receive a letter or email confirming the receipt of your application within a month. If you do not receive this letter, please contact the Regional Staffing Director. You will be notified of employment by March 15th. Once more, we congratulate you and look forward to reviewing your application!

Sincerely,
The NCA Staffing Team



HOW WILL I BE NOTIFIED IF I AM HIRED?

You will be notified by mail on or before March 15th 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 will do a series of virtual training modules and 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 during the meeting.

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 increase the number of camps you teach throughout the summer, as your schedule permits.

HOW MUCH WILL I GET PAID?

Your NCA hourly pay rate will be based on the state in which you are working and will be no less than the State Minimum Wage. 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 income.

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



POSITION OVERVIEW:

NCA Staff is an exciting opportunity for cheerleaders to gain professional development 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 includes 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 mascots 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 grow from their experience with you as their 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 may perform and showcase skits 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 will be encouraged to promote and spread the word about our camps to 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.
- Be 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.
- Exposure to choreography opportunities.
- Marketable professional skills such as public speaking, staff and team management, and communication skills 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!



STEP 1 – NCA will begin accepting initial applications November 1st and all applications must be complete by January 31. Some states may require a live tryout in addition to the digital application prior to hiring. For more information please visit [NCA Staff](#) to find the contact information for the Staffing Director in charge of your state. Note: Applicant must turn 18 years of age by May/June depending on your Staff Training date.

To apply, please be prepared to fill out the following information:

HOME INFORMATION

- Name
- Email
- Active Address
- City, State, Zip
- Home Phone (with area code)
- Cell Phone (with area code)

SCHOOL INFORMATION

- Are you currently in high school, college or are you a young professional (must be at least a high school senior to apply)?
- Are/were you a mascot at the above program?
- Which college or university do you attend, or plan to attend (if applicable)?
- Which state will you live in when the summer begins?

PERSONAL INFORMATION

- Birthdate
- Camp (s) attended in previous years
- Do you have reliable transportation to get to camps if hired?

LIVE TRYOUT OR VIDEO LINK UPLOAD

1. One recent full body picture – out of character
2. Three (3) letters of recommendation – may be written by a sponsor, teacher, dance instructor, coach, employer, etc.
3. Instructor Application Questionnaire (back side of this form)

The skills showcased at a Live Tryout or uploaded digitally should only consist of your most advanced skills:

1. Video segment should consist of an introduction, including: name, where you currently mascot and why you would like to be an NCA Mascot Instructor. Please film your introduction in regular attire.
2. TWO videos that show your talent or skill in character. You may use previously-filmed videos from games, pep rallies, etc. from your school. Be creative and show us what you can do!

The video links will become the property of NCA.

Your application will not be processed until all items are received. You will be notified of employment status by March 15th.

APPLY USING THE LINK BELOW:

- [Contact Holly Schaffner](#) - AR, IA, IL, KS, MN, MO, ND, NE, SD, WI
- [Southwest Application](#) - OK, TX
- [Contact Holly Schaffner](#) - AL, FL, GA, LA, MS, NC, SC, TN
- [Contact Cenie Royal](#) - TX, OK, AR, LA (Leadership Staff Only)



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

Please list your social media handles (Twitter, Instagram, Tik Tok, etc).

Will you plan to have another job this summer? If so, what are the commitments?

What does your availability to work look like this summer? Please share any other obligations you anticipate having this summer, including vacations?

Driving to and from camp is an expectation of this job. What is your experience with driving distances of 3-5 hours?
