

# COLUMBIA

---

# RECREATION

## Onboarding process for a NEW VOLUNTEER Club Sport Coach/Instructor

To bring on board a **NEW Volunteer Coach/Instructor** there's a few things you need to be aware of and that are required:

1. The candidate *must hold at minimum a Bachelor's Degree* in order to be eligible to coach/instruct.
2. A coach/instructor would receive a DFC membership and a Columbia email address during the time they provide coaching and instructional services.

In order to start the onboarding process the club needs to provide the Director of Club Sports with:

1. The Candidates contact information (legal name, email address and phone number)

The Candidate needs to:

1. Provide the Director of Club Sports with a current resume (needs to include education, employment and coaching/instructing background).
2. Schedule a formal interview with the Director of Club Sports.
3. If the candidate is considered a finalist for the position they will need to complete and be cleared of University background checks.

The background check is a two-step process

Step #1: Background check verifying your employment and education history. Once cleared of this background check the Director of Club Sports will make a formal offer to the candidate. If the offer is accepted they will proceed to step #2 of the background check.

Step #2. Complete a criminal background check.

4. If Candidate's criminal background check is cleared then they will need to submit:

- A. Employee Personal Record Form
- B. Disclosure Form CU Programs with Minors
- C. Ethnicity Form (Optional)
- D. Review and sign a Volunteer Letter of Agreement

5. They will need a UNI (University Network ID) created to gain access and complete the Columbia University Public Health Protocols related to COVID-19 requirements as outlined by the University [here](#).

6. Be issued a CUID card to gain access to the Dodge Fitness Center (if applicable)

***All of this needs to be completed before the Coach/Instructor is allowed to attend/participate in club activities or provide any coaching and instructional services to the Club.***

Please inform candidates that the hiring/processes may be subject to change based on University guidance.