

# COLUMBIA

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## RECREATION

### Onboarding process for a NEW PAID Club Sports Coach/Instructor

To bring on board a **NEW Paid 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. Benefits such as Health insurance, office space, retirement plans, etc. are not available to Club Sports Coaches/Instructors. The only benefits/perks a coach/instructor would receive is a DFC membership for the academic year and a Columbia email address.
3. If the candidate is hired they are employed by Nextsource (a third party vendor the university outsources to pay for part-time employees). The coach is hired as a Payrollee and is paid on a weekly basis. The Club must pay coaches at least the New York state minimum wage rate of \$15.00/hr.

Please keep in mind a 31% fringe benefit fee is charged to the club in addition to the coaches overall payment. *(For example if a club decided to pay a coach \$1,000 for a semester the coach would be paid \$1,000, however the club would be charged \$1,310.)*

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

1. The Candidates contact information (legal name, email address and phone number)
2. The Club President needs to fill out and submit the [Coach/Instructor Payment Notification form](#).

The candidate needs to:

1. Provide the Director of Club Sports with their current resume (needs to include education, employment and coaching/instructing background).
2. Schedule a formal interview with Director of Club Sports and an officer of the club (preferably the president) to discuss the Club's Coaching position and the Club Sports program
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 cleared of a criminal background check, the candidate will need to submit:
  - A. Employee Personal Record Form
  - B. Disclosure Form CU Programs with Minors
  - C. Ethnicity Form (Optional)
5. Complete online employment forms through Nextsource (a third party vendor the University outsources to pay for part-time employees).
6. A UNI (University Network ID) will need to be created for the Coach/Instructor
7. 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.