



# Cumberland United-Unis Soccer Club

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## NOTICE of TENDER Volunteer Screener Position

The Cumberland United Soccer Club (CUSC) is currently seeking an individual to fulfill the part-time position of Volunteer Screener to be completed by the end of March 2012.

Those interested in applying for this position must submit an application demonstrating their qualifications by **Wednesday, January 25, 2012**, to the following email address:  
[vicepresident@cumberlandsoccer.com](mailto:vicepresident@cumberlandsoccer.com).

### Job Description:

- The primary objective will be to work with the Vice-President to ensure the OSA policies with regards to the OSA Volunteer Screening process for reference checks are followed. This is required due to the positions of trust that are inherent in the provision of active, high quality sport activities to our competitive youth.

### Duties include:

- Working with the Vice-President to ensure all of the volunteers that require reference checks have properly submitted their 3 reference names.
- Contacting all of the references that have been supplied and conducting the reference check interviews, using the questionnaire provided.
- This position requires that all references be properly checked prior to the selection of coaches. As the season begins in May, this work is to begin immediately after appointment and must be completed by the end of March.

### Expected Time Commitment:

- Based on past experience, about 4-5 reference checks can be done per hour, taking into account that more than one phone call is sometimes required to reach the reference person. Evenings and weekends are generally the best time to reach people.
- The Volunteer Screener can anticipate completing approximately 150 reference checks.

### Reporting to:

- CUSC Vice President

### Requirements:

- A responsible individual who demonstrates strong organizational skills;
- At least 18 years of age; and
- Good communication skills.

### Compensation:

- \$1,000 payable on completion.