



The Navy League of Canada – Stony Plain Branch

PO Box 2276 Stn. Main, Stony Plain, AB T7Z 1X7



JOB TITLE: Screening Coordinator

SUPERVISORS: Branch Executive, Alberta Division

TASK EXPECTATIONS:

- Prepare packages as required
- Verify accuracy and completion of submitted paperwork
- Submit paperwork to division
- Screening Interviews as required
- Distribute screening cards
- Monitoring current and expiring screening of volunteers and update as required.

SKILL EXPECTATIONS:

- Effective interpersonal and communication skills
- Ability to “Read” people
- Organized and timely
- Computer related skills as required

TIME COMMITMENT EXPECTATIONS:

- Regular attendance at cadet functions (approx. 4 hrs. per week)
- Ability to process and enter information away from Cadet functions (approx. 4 hrs. per week)
- Available to all members of the board, CO’s and parents for information requests and outside meetings (approx. 2 hrs. per week)
- Able to return emails/telephone calls during business hours within reasonable time frame (24-48 hrs.).

MINIMAL QUALIFICATION:

- Pass a basic RCMP Screening (CPIC) & Alberta Navy League Screening
- Commit for Kids Certificate
- Experience with Computers & basic software skills (i.e. Email, Word etc.)

Supporting
Royal Canadian Sea Cadet Corps #299
Navy League Cadet Corps #203 Erwin J Stolk