



The Carleton Place Canoe Club is the oldest continually operating canoe club in Canada. Established in 1893, the club fosters both team and individual excellence, with a focus on appropriate athlete development and accessible recreation for the Carleton Place and surrounding communities. We are currently hiring for the 2023 season to meet our recruitment, competition, and programming goals. If you are interested in any of the following positions, please send your cover letter and resume to coach@cpcanooclub.com. Please be sure to indicate for which position(s) you are applying and if you are seeking full-time or part-time employment.

Position(s): Assistant Coach – Athlete Development

The Assistant Coach – Athlete Development will work directly with the Head Coach and Program Manager to oversee the implementation of all club programs. The primary role of the Assistant Coach – Athlete Development is to assist the Head Coach in delivering the U14 Sprint Racing and U16+ Sprint High Performance programs. They will also assist in ensuring that all programs are running to their full potential, relating to each program's unique and specific goals and objectives.

Duties:

- In consultation with Head Coach and Program Manager, oversee all club programs and summer staff
- Work with the Head Coach to develop and implement U14 and U16+ Sprint programs, including attending all program sessions, regattas, and events
- Coordinate and assist Head Coach and program coordinators in submitting regatta entries for the U14, U12, and U10 Sprint Programs
- Assist Head Coach and Program Manager in mentoring and training Junior Coaches
- Assist Head Coach and Program Manager in the coordination of and attend all club related events (pep rally, spaghetti dinners, home regatta, etc.)
- Assist Head Coach and Program Manager with staff performance evaluations to be completed mid-season and at end of season
- Assist the Head Coach and Program Manager in ensuring summer staff are completing their regular duties
- Ensure members comply with club safety standards and CPCC Codes of Conduct
- Complete and file incident reports when required
- Complete a season-end program review

Qualifications:

- Minimum NCCP ELCC Certified (Competition Development Trained preferred)
- Thorough understanding of CKC's LTAD plan
- Administrative & program writing experience an asset (preferably sport related)
- Standard First Aid and CPR-C
- Safe Sport Trained and Screened

Term: May 1st – August 26th, 2023

Salary: Commensurate with experience, qualifications, and level of certification

Application Deadline: Friday, February 24th, 2023

Submit application to: Pat Lester, Head Coach & Technical Director coach@cpcanooclub.com