



The Carleton Place Canoe Club is the oldest continually operating canoe club in Canada. Established in 1893, the club fosters both teamwork as well as 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 2019 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 employment@cpcanooclub.com. Please be sure to indicate for which position you are applying.

Position: Program Manager

The Program Manager will work directly with the Head Coach to create and oversee the implementation of all club programs. They will act to ensure that all programs are running to their full potential, relating to each programs unique and specific goals and objectives.

Duties:

- In consultation with Head Coach, oversee all camp programs and summer staff. Create program outlines, including scheduling, program activities and projected outcomes
- Coordinate and manage staff scheduling
- Assist in the coordination of and attend all club related events (pep rally, duck derby, etc.)
- Assist Head Coach in staff performance evaluations to be completed mid-season and post-season
- Complete the day-to-day tasks related to program registration (attendance tracking, payments, etc.)
- Assist in the coordination of paddler/parent communication (newsletters, emails, phone calls, etc.)
- Assist in the coordination of all external regatta related activities (hotel bookings/team dinners etc)
- Ensure summer staff are completing their regular duties
- Coordinate club's school field trip program, including training and staffing
- Act as office administrator
- Ensure members comply with club safety standards and CPCC Code of Conduct
- Complete and file incident reports when required
- Act as club's Safety & Discipline Officer
- Complete a season-end program review

Qualifications:

- CKC Community Coach (Canoe Kids) Certified (can be completed after hiring)
- Thorough understanding of CKC's LTAD plan
- Administrative experience (preferably sport related)
- CPR, Standard First Aid
- Police Background Check

Term: April 29th, 2019 – August 31st, 2019 (20 hours/wk in May & 40 hrs per week June-August)

Salary: Commensurate with experience, qualifications, and certification level

Application Deadline: Friday, March 29th, 2019

Submit application to: Pat Lester, Head Coach employment@cpcanooclub.com



Position: Assistant Head Coach and U14 Coordinator

The Assistant Head Coach will work directly with the Head Coach and Program Manager to oversee all 2019 programs. The will also co-lead the coordination and implementation of the U14 Junior Development program with the Head Coach.

Duties:

- Assist in the development and implementation of the U14 Junior Development program for club athletes at the 'Training to Train' stage of the LTAD Plan
- Attend all U14 JD training sessions and assess athletes regularly
- Assist the Program Manager with the implementation of the Elementary School Field Trip Program
- Attend all events involving the JD program, as well as club hosted events and local regattas
- Assist program coordinators with entries to local and provincial regattas as needed
- Work with other program coordinators to carry out paddler progression through the LTADP and CPCC paddlers pathway
- Act as Head Coach, including all related activities while Head Coach is absent
- Ensure Compliance with the club safety standards and CPCC Code of Conduct
- Attend weekly staff meetings

Qualifications:

- CKC ELCC Certified (Comp. Dev. Trained Preferred)
- Pleasure Craft Operators license
- Thorough understanding of CKC's LTAD plan
- Experience working with athletes in the Training to Train and Learning to Compete stages of the LTAD plan
- CPR, Standard First Aid
- Police Background Check

Term: April 29th, 2019 – August 31st, 2019 (hours range from 20-40 hrs per week)

Salary: Commensurate with experience, qualifications, and certification level

Application Deadline: Friday, March 29th, 2019

Submit application to: Pat Lester, Head Coach employment@cpcanooclub.com



Position: Competitive Youth Racing Program Coordinators (U10 & U12)

The Competitive Program Coordinators will lead the summer coaching staff in the delivery of safe, fun, and appropriate daily programs for CPCC's U10 and U12 participants.

Duties:

- Assist in the development and implementation of the Competitive Programs
- Mentor and train program junior staff
- Attend all program sessions
- Assess program and participants regularly
- Attend all events involving program participants
- Attend all club hosted events
- Complete all program related regatta entries
- Ensure compliance with club safety standards and CPCC Code of Conduct
- Attend weekly staff meetings
- Complete a season-end program review

Qualifications:

- NCCP ELCC Certified (can be completed once application has been accepted)
- Pleasure Craft Operators license
- Understanding of CKCs LTAD plan & CPCC's Paddler Progression
- Previous experience working with athletes in the Fundamentals and Foundations to Training to Train stages of the LTAD plan
- Proven Leadership, organizational, and communication skills
- CPR, Standard First Aid
- Police Background Check

Term: June 3rd, 2019 – August 24th, 2019 (Start dates may vary)

Salary: Commensurate with experience, qualifications, and certification

Application Deadline: Friday March 29th, 2019

Submit application to: Pat Lester, Head Coach employment@cpcanooclub.com



Position: Competitive Program Junior Coaches – U10 & U12

The Competitive Program Coaches will assist Program Coordinators in delivering a safe, fun, and appropriate program for competitive program participants (U10, U12).

Duties:

- Attend all program sessions
- Assess program and participants regularly
- Attend all club hosted events
- Assist Program Coordinator with regatta entries
- Ensure compliance with club safety standards and CPCC Code of Conduct
- Attend weekly staff meetings

Qualifications:

- NCCP ELCC trained (can be completed once application has accepted)
- Pleasure Craft Operators license
- Understanding of CKCs LTAD plan
- Previous experience working with athletes in the Fundamentals and Foundations to Training to Train stages of the LTAD plan
- Proven Leadership, organizational, and communication skills
- CPR, Standard First Aid
- Police Background Check

Term: June 3rd, 2019 – August 24th, 2019 (Start dates may vary)

Salary: Commensurate with experience, qualifications, and certification

Application Deadline: Friday March 29th, 2019

Submit application to: Pat Lester, Head Coach employment@cpcanooclub.com



Position: Adult Canoe Kayak / PaddleALL coaches and coordinators (evening coaches)

These coaches and coordinators will deliver a safe, fun, and appropriate program for all participants.

Duties:

- Attend all program sessions
- Assess programs and participants regularly
- Attend all events involving program participants
- Complete all regatta entries related to program (coordinators only)
- Ensure compliance with club safety standards and CPCC Code of Conduct

Qualifications:

- NCCP Community Coach Certified (canoe kids) (can be completed once application has been accepted)
- Pleasure Craft Operators license
- Understanding of CKCs LTAD plan
- Proven Leadership, organizational, and communication skills
- CPR, Standard First Aid
- Police Background Check

Term: June – September 2019 (start dates may vary)

Salary: Commensurate with experience, qualifications, and certification level

Application Deadline: Friday March 29th, 2019

Submit application to: Pat Lester, Head Coach employment@cpcanooclub.com



Position: Summer Canoe Kids Camp Coordinators (2 positions available)

The Summer Camp Coordinators will develop and implement a safe, fun, and appropriate program for the Canoe Kids program participants.

Duties:

- Coordination and implementation of the Canoe Kids program (including activities, scheduling, and budgeting)
- Attend all program sessions
- Assess camp participants regularly
- Provide feedback to parents and participants on a weekly basis
- Ensure compliance with club safety standards and CPCC Code of Conduct
- Attend weekly staff meetings

Qualifications:

- NCCP Community Coach Certified (canoe kids) (can be completed once application has been accepted)
- Pleasure Craft Operators license
- Understanding of CKCs LTAD plan
- Previous experience working with athletes in the Fundamentals and Foundations to Training to Train stages of the LTAD plan
- Proven Leadership, organizational, and communication skills
- CPR, Standard First Aid
- Police Background Check

Term: June – September, 2019 (start dates may vary – Coordinators to start in June)

Salary: Commensurate with experience, qualifications, and certification level

Application Deadline: Friday March 29th, 2019

Submit application to: Pat Lester, Head Coach employment@cpcanooclub.com



Position: Summer Canoe Kids Camp Staff

The Summer Camp Staff will provide a safe, fun, and appropriate program for the Canoe Kids program participants.

Duties:

- Assist in the coordination and implementation of the Canoe Kids program (including activities and scheduling)
- Attend all program sessions
- Assess camp participants regularly
- Ensure compliance with club safety standards and CPCC Code of Conduct
- Attend weekly staff meetings

Qualifications:

- NCCP Community Coach Certified (canoe kids) (can be completed once application has been accepted)
- Pleasure Craft Operators license
- Understanding of CKCs LTAD plan
- Previous experience working with athletes in the Fundamentals and Foundations stages of the LTAD plan
- Proven Leadership, organizational, and communication skills
- CPR, Standard First Aid
- Police Background Check

Term: July 2nd – August 30th, 2019

Salary: Commensurate with experience, qualifications, and certification level

Application Deadline: Friday March 29th, 2019

Submit application to: Pat Lester, Head Coach employment@cpcanooclub.com