



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 Carleton Place and surrounding communities. We are currently hiring for the 2024 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 which position you are applying for and if you are seeking full-time or part-time employment.

Position: Camp Programs Coordinator

The Camp Programs Coordinator will work directly with the Head Coach and management team to oversee all CPCC summer camp programs. The primary role of the Camp Programs Coordinator is to ensure the successful planning and implementation of the Canoe Kids and Youth Canoe and Kayak camp programs.

Responsibilities:

- In collaboration with the Head Coach and management team, develop a seasonal plan for both the Canoe Kids and Youth Canoe and Kayak camp programs
- Develop and implement schedules and creative daily activity plans for all CPCC camp programs
- Communicate professionally with parents, participants, and management team (welcome emails, replying to parent inquiries, telephone communications, etc.)
- Assess camp participants regularly
- Provide weekly feedback to program participants and parents
- Collaborate with junior staff and club management to ensure camp facilities and equipment are clean and in good working order
- Track and monitor campers daily sign-in/sign-out procedures and attendance
- Manage, mentor, and support Summer Camp Counselors daily
- Ensure camper compliance with the club safety standards and CPCC Code of Conduct
- Attend all staff training sessions & assist in training camp counselors
- Attend weekly staff meetings

Qualifications:

- NCCP Community Coach (Canoe Kids) Certified
- Pleasure Craft Operators license
- Understanding of CKCs LTAD plan & CPCC's Paddler Pathway
- Previous experience working with the Fundamentals and Foundations stage of the LTAD plan
- Proven Leadership, organizational, and communication skills
- Standard First Aid & CPR-C
- Safe Sport Trained & Screened

Term: May TBD – August 31st, 2024

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

Application Deadline: Friday February 23rd, 2024

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