



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 2022 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 you are applying and if you are seeking full-time or part-time employment.

Position: Club Manager

The CPCC is seeking a motivated, organized, and experienced administrator to fill the position of Club Manager. The successful candidate will work directly with the Head Coach & Technical Director to oversee program management and office administration.

Responsibilities:

- In collaboration with Head Coach and Assistant Head Coach, oversee all summer camp, sprint, and rec programs
- Work with Summer Camp Manager to create summer camp program plans, including scheduling, program activities and projected outcomes
- Manage and organize employee and member files and reports (waivers, codes of conduct, employee files)
- In consultation with Head Coach & Technical Director, coordinate and manage staff schedules
- Assist in the coordination of and attend all club related events (pep rally, spaghetti dinners, home regatta, etc.)
- In collaboration with Head Coach, complete staff performance evaluations (mid-season and end of season)
- Complete the day-to-day tasks related to program registration (attendance tracking, payment management, website management, etc.)
- Lead the coordination of paddler/parent communication (newsletters, emails, phone calls)
- Complete and file incident reports when required
- Act as club's Safety & Discipline Officer – ensure compliance with CPCC Codes of Conduct
- General club maintenance

Qualifications:

- Strong communication skills, both verbal and written
- Strong organization and time management skills
- Experience and competence working with technology
 - Microsoft word, excel, and power point
 - Google drive or other cloud services
 - Website and social media management
- High School Diploma (post-secondary certificate, diploma, or degree preferred)
- Administrative experience (preferably sport related)
- Standard First Aid and CPR-C
- Police Background Check (over 18 years of age)

Term: April 25th – August 21st, 2022 (start dates may vary)

Salary: Commensurate with experience, qualifications, and certification

Application Deadline: Friday March 4th, 2022

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