



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](mailto: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: Membership Supervisor (part-time)**

The Membership Supervisor(s) will be responsible for setting up the club facility and equipment before membership hours, monitoring members during open hours, and ensuring a safe environment for members and staff.

**Duties:**

- Set-up equipment and facility to ensure a safe environment for members and staff during open hours
- Ensure members are screened and signed in to use club equipment during open hours
- Monitor participants during open hours and ensure all members and equipment return safely to the clubhouse on time
- Enforce membership rules and policies during working hours
- Ensure program equipment and facility is clean and in good working order
- Complete club closure procedures at the end of each working shift
- Ensure compliance with club safety standards and CPCC Codes of Conduct

**Qualifications:**

- NCCP Community Coach Certified (can be completed once application has been accepted)
- Pleasure Craft Operators license
- Experience working with participants in the Active for Life stage of CKC's LTAD plan
- Proven Leadership, organizational, and communication skills
- Standard First Aid & CPR-C
- Safe Sport Trained and Screened
- Must be 15 years or older to apply

**Term:** June – September 2023 (start dates may vary)

**Hours:** Evenings and Weekends

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

**Application Deadline:** Friday February 24<sup>th</sup>, 2023

**Submit application to:** Pat Lester, Head Coach & Technical Director – [coach@cpcanooclub.com](mailto:coach@cpcanooclub.com)