



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 effective and appropriate athlete development and accessible recreation for the Carleton Place and surrounding communities. We are currently hiring for the 2020 season to meet our recruitment, competition, and programming goals. If you are interested in the following position, please send your cover letter and resume to email coach@cpcanooclub.com.

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 to oversee program management and office administration.

Responsibilities:

- In consultation with Head Coach, oversee all summer camp and U14 sprint programs
- Create summer camp program plans, including scheduling, program activities and projected outcomes
- Manage and organize employee and member files and reports (waivers, code of conduct, employee files)
- Assist Head Coach to coordinate and manage staff schedules
- Assist in the coordination of and attend all club related events (pep rally, duck derby, home regatta, etc.)
- In collaboration with Head Coach, complete staff performance evaluations
- Complete the day-to-day tasks related to program registration (attendance tracking, payments, 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 Code 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)
- CPR, Standard First Aid
- Police Background Check (over 18 years of age)

Start Date: April 27th, 2020

Salary: Commensurate with experience and qualifications

Application Deadline: Wednesday March 4th, 2020