



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 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 which position(s) you are applying for and if you are seeking full-time or part-time employment.

**Position:** Canoe Kids and Youth Canoe/Kayak Camp Counsellor(s)

The Summer Camp Counsellor(s) will work with the Camp Programs Manager to provide a safe, fun, and developmentally appropriate program environment for the Canoe Kids and Youth Canoe/Kayak Camp participants.

**Duties:**

- Assist in the coordination and implementation of the Canoe Kids and Youth Canoe/Kayak Camp programs (including scheduling & planning activities)
- Ensure participants are signed in/out safely each day of programming
- Attend all staff training sessions
- Work in collaboration with the Camp Programs Manager to implement creative and innovative camp program activity plans and assess participants regularly
- Work in collaboration with the Camp Programs Manager to provide weekly feedback to program participants and parents
- Communicate consistently and professionally with camp program parents/guardians (at pick-up and drop-off)
- Work with peers to ensure camp equipment and facilities are prepared and clean for each day of programming
- Assess camp participants regularly
- Ensure participant compliance with club safety standards and CPCC Code of Conduct
- Attend weekly staff meetings

**Qualifications:**

- NCCP Community Coach trained (can be completed once application has been accepted)
- Pleasure Craft Operators license
- Understanding of CKCs LTAD plan and CPCC's Paddler Pathway
- Previous experience working with athletes in the Fundamentals and Foundations stages of the LTAD plan
- Proven Leadership, organizational, and communication skills
- Standard First Aid & CPR-C
- Safe Sport Trained & Screened
- Must be 15 years or older as of June 1<sup>st</sup>, 2024 to apply

**Term:** July 2<sup>nd</sup> – August 23<sup>rd</sup>, 2024 (staff training will take place in June)

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

**Application Deadline:** Friday March 22<sup>nd</sup>, 2024

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