



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. Please be sure to indicate for which position you are applying and if you are seeking full-time or part-time employment.

Position: Summer Camps Manager

The Summer Camp Manager will work directly with the Head Coach and Program Manager to oversee all CPCC summer camp programs. The primary role of the Summer Camp Manager 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 Program Manager, develop a seasonal plan for both the Canoe Kids and Youth Canoe and Kayak camp programs
- Develop and implement schedules and daily plans for all CPCC camp programs
- Coordinate and carry out communications with camp participants/parents regularly (email, phone, etc.)
- Assess camp participants regularly
- Provide weekly feedback to program participants and parents
- Ensure camp facility and equipment is clean and in good working order
- Monitor campers and staff screening and daily sign-in/sign-out
- Manage, mentor, and support Summer Camp Counselors daily
- Ensure camper compliance with the club safety standards and CPCC Codes 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 Progression Model
- 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 1st – August 26th, 2023 (start dates may vary)

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

Application Deadline: Friday February 24th, 2023

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