



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 2021 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: Camps Manager**

The Camp Manager will work directly with the Head Coach and Club Manager to oversee all CPCC summer camp programs. The primary role of the Camp Manager is to ensure the successful planning and implementation of the Canoe Kids and Youth Canoe and Kayak camp programs.

**Duties:**

- In collaboration with the Head Coach and Club 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 CPCC camp programs
- Coordinate and carry out communications with camp participants/parents (email, phone, etc.)
- Ensure camp facility and equipment is clean and in good working order
- Monitor campers and staff screening and sign-in/sign-out
- Assess camp participants regularly
- Manage, mentor, and support Camp Counsellors daily
- Ensure camper compliance with the club safety standards and CPCC Codes of Conduct
- 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
- Police Background Check

**Term:** June – August 21<sup>st</sup>, 2021 (start dates may vary)

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

**Application Deadline:** Friday March 12<sup>th</sup>, 2021

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