



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 strong athlete development and accessible recreation for Carleton Place and surrounding communities. We are currently hiring for the 2025 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 which position you are applying for and if you are seeking full-time or part-time employment.

Position(s): Dragon Boat Coordinator

The Dragon Boat Coordinator will lead the planning and delivery of safe, fun, and athlete development appropriate programs for CPCC's Dragon Boat program participants. The coordinator will be responsible for program writing and development, and festival entries and management for all CPCC teams.

Responsibilities:

- Lead the planning and implementation of all CPCC dragon boat programs
- Collaborate with the Head Coach and management team to develop and implement creative, innovative, and effective seasonal and weekly program plans
- Communicate professionally with participants and the CPCC management team (welcome email, regular updates, replying to program inquiries, telephone communications, etc.)
- Collaborate with management and the CPCC coaching team to ensure program equipment and facilities are clean and in good working condition
- Attend all dragon boat program training sessions and competitions, and assess program and participants regularly
- Attend all club hosted events, including dragon boat festivals and club social events
- Coordinate with Head Coach and coaching team to complete all dragon boat program related festival entries
- Ensure member compliance with club safety standards and CPCC Code of Conduct
- Participate in weekly staff meetings as needed
- Complete a season-end program review

Qualifications:

- NCCP ELCC OR Dragon Boat Coach Certified (can be completed once application has been accepted)
- Pleasure Craft Operators license
- Understanding of CKCs LTAD plan & CPCC's Paddler Pathway
- Previous experience working with athletes in the Fundamentals and Foundations and Training to Train stages of CKC's LTAD plan
- Proven Leadership, organizational, and communication skills
- Standard First Aid & CPR-C
- Safe Sport Trained and Screened

Term: May 5th – September 6th, 2025

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

Application Deadline: Friday February 21st, 2025

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