



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 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: Summer Camps Coordinator

The Summer Camps Coordinator will work directly with the Head Coach and Program Manager to oversee all CPCC summer camp programs. The primary role of the Summer Camps Coordinator 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 creative daily activity plans for all CPCC summer camp programs
- Communicate professionally with parents, participants, and management team (welcome emails, replying to parent inquiries, telephone communications, etc.)
- Assess summer camp program delivery and program participants regularly
- Provide weekly feedback to program participants and parents
- Collaborate with junior staff and club management to ensure camp facilities and equipment are clean and in good working order
- Track and monitor campers daily sign-in/sign-out procedures and attendance
- Manage, mentor, and support Summer Camp Counselors daily
- Ensure camper compliance with the club safety standards and CPCC Code of Conduct
- Attend all staff training sessions & assist in training summer camp counselors
- Participate in weekly staff meetings as needed

Qualifications:

- NCCP Community Coach (Canoe Kids) Trained
- Pleasure Craft Operators license
- Understanding of CKCs LTAD plan & CPCC's Paddler Pathway
- Previous experience working with the Fundamentals and Foundations stage of CKC's LTAD plan
- Proven Leadership, organizational, and communication skills
- Standard First Aid & CPR-C
- Safe Sport Trained & Screened

Term: May 12th – August 30th, 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