



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): U14 Sprint Program Lead Coach & Coordinator

The U14 Sprint Program Lead Coach & Coordinator will lead the delivery of safe, fun, and athlete development appropriate daily programs for CPCC's U10, U12, and U14 sprint program participants. They will also coordinate and lead the delivery of CPCC's spring after-school programs.

Responsibilities:

- Assist in the planning and lead implementation of all CPCC Youth Sprint Programs (U10, U12, U14)
- Collaborate with the Head Coach and management team to develop and implement creative, innovative, and effective seasonal and daily program plans
- Communicate professionally with parents, participants, and management team (welcome email, regular updates, replying to parent 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
- Assist the Head Coach and Assistant Coach in mentoring and training program junior coaches
- Attend all youth sprint program sessions and assess program and participants regularly
- Attend all club hosted events, including U14 regattas and club social events
- Coordinate with Head Coach and coaching team to complete all youth sprint program related regatta 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 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: April 28th – August 23rd, 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