



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](mailto: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): Sprint Program Coaches (U10, U12, U14)**

Sprint Program Coaches will assist the Head Coach and Sprint Program Coordinator in delivering a safe, fun, and athlete development appropriate program for U10, U12, and U14 Youth Sprint Program participants.

**Responsibilities:**

- Collaborate with the CPCC coaching team and program coordinators to deliver high quality programs in a safe, fun, and knowledgeable environment
- Attend all staff training sessions
- Following a seasonal program plan, deliver creative, innovative, and athlete development appropriate training sessions to youth sprint program participants
- Assist program coordinators and Head Coach to ensure all program equipment is clean in good working order
- Attend all program training sessions and support participant competitions as needed
- Collaborate with program coordinators to assess program and participants regularly
- Assist program coordinators with regatta entries as needed
- Ensure member compliance with club safety standards and CPCC Codes of Conduct
- Attend weekly staff meetings as needed

**Qualifications:**

- NCCP ELCC trained, certified preferred (can be completed once application has been accepted)
- Pleasure Craft Operators license
- Thorough understanding of CKCs LTAD plan and CPCC's Paddler Pathway
- Previous experience working with athletes in the Fundamentals and Foundations and Training to Train stages of the LTAD plan
- Proven Leadership, organizational, and communication skills
- Standard First Aid & CPR-C
- Safe Sport Trained & Screened
- Must be 16 years or older as of June 1<sup>st</sup>, 2025 to apply

**Term:** June 30<sup>th</sup> – August 22<sup>nd</sup>, 2025 (staff training will take place in May/June)

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

**Application Deadline:** Sunday March 23<sup>rd</sup>, 2025

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