



The Carleton Place Canoe Club is the oldest, continually operating club in the country. The club fosters team work and individual excellence with a focus on the developmental athlete. We are currently hiring for the 2012 competitive season to meet our recruitment and performance goals. If you are interested in any of the following positions, please send your cover letter, resume, annual training (or program) plan (**Assistant Head Coach only**) and list of professional coaching results (if applicable) to Head Coach, Ryan Blair at [coach@cpcanoecub.com](mailto:coach@cpcanoecub.com).

**Position:** Assistant Head Coach

The Assistant Head Coach will work with the Head Coach in the implementation of the club's Junior High Performance, High Performance and Talent ID programs.

**Duties:**

- Assist in the creation/implementation of the Junior High Performance (JHP) program for athletes at the LTAD Learning to Compete stage
- Attend all training sessions for the above group and assess them on a regular basis
- Attend all events involving the JHP program, as well as all events hosted by the club
- Complete all regatta entries related to the JHP program
- Assist in the creation/implementation of Talent ID program for athletes at the LTAD Training to Train stage
- Work with assistant coaches to identify and coordinate paddler progression for athletes at the LTAD Training to Train stage to Learning to Compete stage
- Act as High Performance Coach, including all related activities while Head Coach is absent
- Ensure compliance with the club safety standards and CPCC Code of Conduct
- Attend weekly staff meetings
- Complete a season-end program review (required to receive last salary payment)

**Qualifications:**

- CKC ELCC Certification
- Pleasure Craft Operator Certification
- Understanding of CKC's LTAD
- Previous experience working with athletes at the LTAD Training to Train to Learning to Compete stage
- Proven leadership, organizational and communication skills

**Term:** April – August with possible contract extension during the fall/winter months

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

**Deadline for application:** March 1, 2012

**Submit application to:** Ryan Blair, Head Coach [coach@cpcanoecub.com](mailto:coach@cpcanoecub.com)



**Position:** Program Manager

The Program Manager will ensure all club programs are running at their full potential, relating to each program's unique goals and objectives.

**Duties:**

- In consultation with Head Coach, oversee all Camp Programs and staff. Create program outlines, including scheduling, program activities and projected outcomes. Create/implement recruitment strategies for Camp Programs
- Mentor and train Camp staff
- Coordinate staff schedules
- Develop and apply for grant opportunities related to staff, equipment and all club programs
- Provide professional development opportunities for staff
- Assist in the coordination of and attend all club related events
- Assist Head Coach in staff performance evaluations
- Complete the day-to-day tasks related to program registration
- Coordinate paddler/parent communication
- Assist in the coordination of all external regatta related activities
- Ensure summer staff are completing their regular duties
- Coordinate club's school field trip programs
- Act as office administrator
- Ensure members comply with club safety standards and CPCC Code of Conduct
- Act as club's Safety Officer
- Complete a season-end program review and paddler/parent program survey (required to receive last salary payment)

**Qualifications:**

- CKC Community Coach (Canoe Kids) Certification (can be completed once application has been accepted)
- Pleasure Craft Operator Certification (can be completed once application has been accepted)
- Understanding or CKC's LTAD
- Previous experience working with youth ages 6 – 14 years old
- Proven leadership, organizational and communication skills

**Term:** April – August (April/June – 30 hrs per week, July/August – 40 hrs per week)

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

**Deadline for application:** March 1, 2012

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



**Position:** *Competitive & Non-Competitive Program Coordinator's (3 positions)*

The Competitive & Non-Competitive Program Coordinator's will lead the summer coaching staff in the delivery of an appropriate, fun and safe program for Competitive & Non-Competitive (bantam, peewee, atom) aged participants.

**Duties:**

- Assist in the creation of the Competitive & Non-Competitive programs
- Assist in the creation of the Regatta Ready Camp programs (Non-Competitive Program coordinator)
- Mentor and train program junior staff
- Attend all program sessions
- Assess programs and participants on a regular basis
- Attend all events involving program participants
- Attend all events hosted by club
- Complete all regatta entries relating to program
- Ensure compliance with club safety standards and CPCC Code of Conduct
- Attend weekly staff meetings
- Complete a season-end program review (required to receive last salary payment)

**Qualifications:**

- CKC ELCC Certification (can be completed once application has been accepted)
- Pleasure Craft Operator Certification (can be completed once application has been accepted)
- Understanding of CKC's LTAD
- Previous experience working with athletes at the LTAD FUNdamentals & Foundations to Training to Train stage
- Proven leadership, organizational and communication skills

**Term:** June to August (start date may vary)

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

**Deadline for application:** March 1, 2012

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



**Position:** *Competitive & Non-Competitive Program Coaches (2 positions)*

The Competitive Program coaches will deliver an appropriate, fun and safe program for Competitive Program (bantam, peewee, atom) aged participants.

**Duties:**

- Attend all program sessions
- Assess programs and participants on a regular basis
- Attend all events involving program participants
- Attend all events hosted by club
- Complete all regatta entries relating to program
- Ensure compliance with club safety standards and CPCC Code of Conduct
- Attend weekly staff meetings

**Qualifications:**

- CKC ELCC Certification (can be completed once application has been accepted)
- Pleasure Craft Operator Certification (can be completed once application has been accepted)
- Understanding of CKC's LTAD
- Previous experience working with athletes at the LTAD FUNDamentals & Foundations to Training to Train stage
- Proven leadership, organizational and communication skills

**Term:** June to August (start date may vary)

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

**Deadline for application:** April 1, 2012

**Submit application to:** Ryan Blair, Head Coach [coach@cpcanoeclub.com](mailto:coach@cpcanoeclub.com)



**Position:** *Team Boat / Adult CanoeKayak / Adult Dragon Boat / LTP / PaddleAll Coaches*

These coaches will deliver an appropriate, fun and safe program for participants

**Duties:**

- Attend all program sessions
- Assess programs and participants on a regular basis
- Attend all events involving program participants
- Attend all events hosted by club
- Complete all regatta entries relating to program
- Ensure compliance with club safety standards and CPCC Code of Conduct
- Attend weekly staff meetings

**Qualifications:**

- CKC Community Coach (Canoe Kids) Certification (can be completed once application has been accepted)
- Pleasure Craft Operator Certification (can be completed once application has been accepted)
- Understanding of CKC's LTAD
- Proven leadership, organizational and communication skills

**Term:** May to August (start date may vary), evening sessions

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

**Deadline for application:** April 1, 2012

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



**Position:** *Competitive Program Junior Coaches - half day program (6 positions)*

The Competitive Program junior coaches will deliver an appropriate, fun and safe program for Competitive Program (bantam, peewee, atom) participants

**Duties:**

- Attend all program sessions
- Attend all events hosted by club
- Ensure compliance with club safety standards and CPCC Code of Conduct

**Qualifications:**

- CKC Community Coach Certification (can be completed once application has been accepted)
- Pleasure Craft Operator Certification (can be completed once application has been accepted)
- Understanding of CKC's LTAD

**Term:** July to August

**Salary:** 15 hrs per week . Commensurate with experience, qualifications and level of certification

**Deadline for application:** April 1, 2012

**Submit application to:** Ryan Blair, Head Coach [coach@cpcanoeclub.com](mailto:coach@cpcanoeclub.com)



**Position:** *Summer Camp Staff (3 positions)*

The Summer Camp Staff will deliver an appropriate, fun and safe program for the Canoe Kids and Regatta Ready participants.

**Duties:**

- Assist in the implementation of the Canoe Kids
- Attend all program sessions
- Assess camp participants on a regular basis
- Ensure compliance with club safety standards and CPCC Code of Conduct
- Attend weekly staff meetings

**Qualifications:**

- CKC Community Coach (Canoe Kids) Certification (can be completed once application has been accepted)
- Pleasure Craft Operator Certification (can be completed once application has been accepted)
- Understanding of CKC's LTAD
- Previous experience working with youth ages 6 – 14 years old
- Proven leadership, organizational and communication skills

**Term:** July to August

**Salary:** 40 hrs per week Commensurate with experience, qualifications and level of

**Deadline for application:** April 1, 2012

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