



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 strong focus on athlete development and accessible recreation for Carleton Place and surrounding communities.

We are currently hiring for the **2026 season** to support our recruitment, competition, and programming goals. If you are interested in any of the positions listed below, please submit a cover letter and resume to coachpat@cpcanooclub.com by no later than **March 20, 2026**. Be sure to indicate which position you are applying for and whether you are seeking full-time or part-time employment.

Position(s): Dragon Boat Coordinator and Coaches

The Dragon Boat Coordinator will lead the planning and delivery of safe, engaging, and developmentally appropriate programming for CPCC's Dragon Boat participants. Dragon Boat Coaches will support program delivery by leading teams through training sessions and ensuring high-quality programming aligned with the seasonal plan developed by the coordinator. The coordinator is also responsible for program development, festival entries, and festival management for all CPCC Dragon Boat 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 emails, regular updates, responding to inquiries, phone communications, etc.)
- Work with management and the CPCC coaching team to ensure program equipment and facilities are clean, safe, and in good working condition
- Attend all Dragon Boat training sessions and competitions, and regularly assess both participant development and overall program quality
- Attend all club-hosted events, including Dragon Boat festivals and club social events
- Coordinate with the Head Coach and coaching team to complete all Dragon Boat program-related festival entries
- Ensure member compliance with club safety standards and the CPCC Code of Conduct
- Participate in weekly staff meetings as required
- Complete a season-end program review

Qualifications

- NCCP ELCC certified **or** Dragon Boat Coach certified (may be completed upon acceptance)
- Pleasure Craft Operator Card
- Working knowledge of Canoe Kayak Canada's LTAD model and CPCC's Paddler Pathway
- Demonstrated leadership, organizational, and communication skills
- Standard First Aid & CPR-C
- Safe Sport trained and screened

Term: May 9 – September 12, 2026

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

Application Deadline: Friday, March 20, 2026

Submit Applications To: Pat Lester, Head Coach & Technical Director coachpat@cpcanooclub.com