



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](mailto:coachpat@cpcanooclub.com). Be sure to indicate which position you are applying for and whether you are seeking full-time or part-time employment.

#### **Position(s): Adult Canoe Kayak (Masters) Coordinator and Coaches**

The Adult Canoe Kayak (Masters) Coordinator will lead the planning and delivery of safe, engaging, and developmentally appropriate programming for CPCC's Adult Sprint Canoe/Kayak participants (25+). Program Coaches will support the delivery of this programming. The program includes two coached sessions per week, as well as programming support during CPCC General Membership open hours.

#### **Responsibilities**

- Lead the planning and implementation of CPCC's Adult Canoe Kayak (Masters) program for paddlers aged 25+
- 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 Masters program training sessions and competitions, and regularly assess both participant development and overall program quality
- Attend all club-hosted events, including Masters regattas and club social events
- Coordinate with the Head Coach and coaching team to complete all Masters program-related regatta 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 (may be completed upon acceptance)
- Pleasure Craft Operator Card
- Working knowledge of Canoe Kayak Canada's LTAD model and CPCC's Paddler Pathway
- Previous experience working with athletes in the Fundamentals, Foundations, and Training to Train stages of CKC's LTAD model
- Demonstrated leadership, organizational, and communication skills
- Standard First Aid & CPR-C
- Safe Sport trained and screened

**Term:** May 12 - August 27, 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](mailto:coachpat@cpcanooclub.com)