



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 appropriate 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 the position listed below, please submit a cover letter and resume to [coachpat@cpcanoecub.com](mailto:coachpat@cpcanoecub.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: Dock Duty**

Dock Duty staff are responsible for preparing the club facility and equipment prior to membership hours, monitoring members during open hours, and ensuring a safe, welcoming environment for both members and staff. Positions are available during **summer day programming hours (Monday–Friday, 9:00am–4:00pm)** as well as **evening and weekend Open Hours shifts**.

#### **Duties**

- Set up club equipment and facilities to ensure a safe environment for members and staff during open hours
- Ensure members are properly screened and signed in prior to using club equipment
- Monitor participants during open hours and ensure all members and equipment return safely to the clubhouse on time
- Enforce club membership rules and policies during assigned working hours
- Ensure program equipment and facilities are clean, safe, and in good working order
- Complete club closure procedures at the end of each shift
- Ensure participant compliance with club safety standards and CPCC Codes of Conduct

#### **Qualifications**

- NCCP Community Coach trained (may be completed upon acceptance)
- Pleasure Craft Operator Card
- Demonstrated leadership, organizational, and communication skills
- Standard First Aid & CPR-C
- Safe Sport trained and screened
- Must be **15 years of age or older as of June 1, 2026**

**Term:** June 3 - August 30, 2026 (start dates may vary)

**Hours:** Daytime programming, occasional evenings and weekend availability an asset

**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@cpcanoecub.com](mailto:coachpat@cpcanoecub.com)