



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 and programming goals. If you are interested in the position(s) 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(s) you are applying for and whether you are seeking full-time or part-time employment.

Position: Canoe Kids and Youth Canoe/Kayak Camp Counselor(s)

Summer Camp Counselor(s) will work closely with the Summer Camps Coordinator to provide a safe, fun, and developmentally appropriate camp environment for Canoe Kids and Youth Canoe/Kayak Camp participants.

Duties

- Assist in the coordination and delivery of Canoe Kids and Youth Canoe/Kayak Camp programs, including activity planning and daily scheduling
- Ensure campers are signed in and out safely each day of programming
- Attend all required staff training sessions
- Collaborate with the Summer Camps Coordinator to implement creative and engaging daily activity plans and regularly assess participants
- Support the provision of weekly feedback and updates to program participants and parents
- Communicate consistently and professionally with parents and guardians during daily pick-up and drop-off
- Work collaboratively with peers to ensure camp equipment and facilities are prepared, safe, and clean for each day of programming
- Regularly assess camp participants and overall program delivery, providing feedback to the management team as needed
- Ensure participant compliance with club safety standards and the CPCC Code of Conduct
- Complete incident reports in collaboration with the management team as required
- Participate in weekly staff meetings as needed

Qualifications

- NCCP Community Coach trained (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 campers or athletes in the Fundamentals and Foundations stages of CKC's LTAD model
- 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 29 - August 28, 2026 (staff training will take place in May/June)

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