

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 focus on appropriate athlete development pathways and accessible recreation for Carleton Place and surrounding communities. We are currently hiring for the 2025 season to meet our recruitment, competition, and programming goals. If you are interested in any of the following positions, please send your cover letter and resume to [coach@cpcanooclub.com](mailto:coach@cpcanooclub.com). Please be sure to indicate which position(s) you are applying for and if you are seeking full-time or part-time employment.

### **Position(s): Assistant Coach**

The Assistant Coach will work directly with the Head Coach to assist in the delivery CPCC's high-performance programs and to oversee the implementation of all youth paddling programs. The primary roles of the Assistant Coach are to support the Head Coach in delivering high-level programming and to support junior staff in delivering a strong grassroots development program. They will also assist the management team in ensuring that all programs are running to their full potential, relating to each program's unique goals and objectives. Additional responsibilities may be included based on the successful candidate's skills and experience.

### **Responsibilities:**

- Support the Head Coach in delivering the CPCC's High-Performance programs
- Collaborate with the Head Coach to develop and implement creative and innovative sprint program plans
- Communicate professionally with parents, participants, and management team (welcome emails, replying to parent inquiries, telephone communications, etc.)
- Support and assist the Head Coach and age group program coaches in submitting regatta entries for the U14, U12, and U10 sprint programs
- Act as a mentor coach for junior staff in the CPCC's sprint programs
- Assist the Head Coach and management team in the coordination of and attend all club hosted events (pep rally, spaghetti dinners, home regatta, etc.)
- Assist the Head Coach and management team in ensuring summer staff are completing their regular duties
- Ensure members comply with club safety standards and the CPCC Code of Conduct
- Complete and file incident reports when required
- Complete a season-end program review

### **Qualifications:**

- Minimum NCCP ELCC Certified (Competition Development Trained preferred)
- Thorough understanding of CKC's LTAD plan and CPCC's Paddler Pathway
- Administrative & program writing experience an asset
- Standard First Aid and CPR-C
- Safe Sport Trained and Screened

**Term:** April 29<sup>th</sup> – August 24<sup>th</sup>, 2025 (potential for extension into fall & winter)

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

**Application Deadline:** Friday February 21<sup>st</sup>, 2025

**Submit application to:** Pat Lester, Head Coach & Technical Director [coach@cpcanooclub.com](mailto:coach@cpcanooclub.com)