



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) by no later than **February 27<sup>th</sup>, 2026**. Be sure to indicate which position you are applying for and whether you are seeking full-time or part-time employment.

#### **Position: U14 Sprint Program Lead Coach & Coordinator**

The U14 Sprint Program Lead Coach & Coordinator will support the planning and lead the delivery of safe, fun, and developmentally appropriate daily programming for CPCC's U10, U12, and U14 Sprint Program participants. This role will also coordinate and lead the delivery of CPCC's spring after-school programs.

#### **Responsibilities**

- Assist in the planning and lead the implementation of all CPCC Youth Sprint Programs (U10, U12, U14)
- Collaborate with the Head Coach and management team to develop and implement creative, innovative, and effective seasonal and daily program plans
- Communicate professionally with parents, participants, and the 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
- Assist the Head Coach and Lead Development Coach in mentoring and training junior coaches
- Attend all youth sprint program sessions and regularly assess both participant development and program quality
- Attend all club-hosted events, including U14/U12 regattas and club social events
- Coordinate with the Head Coach and coaching team to complete all youth sprint 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 (or willing to complete 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:** April 27 - August 22, 2026

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

**Application Deadline:** Friday, February 27, 2026

**Submit Applications To:** Pat Lester, Head Coach & Technical Director via [coachpat@cpcanooclub.com](mailto:coachpat@cpcanooclub.com)