



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@cpcanooclub.com by no later than **February 27, 2026**. Be sure to indicate which position you are applying for and whether you are seeking full-time or part-time employment.

Position: Summer Camps Coordinator

The Summer Camps Coordinator will work closely with the Head Coach and Program Manager to oversee all CPCC summer camp programming for campers ages 6-13. The primary responsibility of this role is to ensure the successful planning and delivery of the Canoe Kids and Youth Canoe & Kayak Summer Camp programs.

Responsibilities

- Collaborate with the Head Coach and Program Manager to develop seasonal plans for both the Canoe Kids and Youth Canoe & Kayak camp programs
- Develop and implement schedules and creative, age-appropriate daily activity plans for all CPCC summer camp programs
- Communicate professionally with parents, participants, and the management team (welcome emails, responding to inquiries, phone communications, etc.)
- Regularly assess camp program delivery and participant experience
- Provide weekly feedback and updates to campers and parents
- Collaborate with junior staff and club management to ensure camp facilities and equipment are clean, safe, and in good working order
- Track and monitor daily camper sign-in/sign-out procedures and attendance
- Manage, mentor, and support Summer Camp Counselors on a daily basis
- Ensure camper compliance with club safety standards and the CPCC Code of Conduct
- Attend all staff training sessions and assist with the training of Summer Camp Counselors
- Participate in weekly staff meetings as required

Qualifications

- NCCP Community Coach (Canoe Kids) trained - can 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 and Foundations stages of CKC's LTAD model
- Demonstrated leadership, organizational, and communication skills
- Standard First Aid & CPR-C
- Safe Sport trained and screened

Term: June 2 - August 28, 2026 (start date may vary)

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

Application Deadline: Friday, February 27, 2026

Submit Applications To: Pat Lester, Head Coach & Technical Director coachpat@cpcanooclub.com