



Job Title: Full-Time Lead Development Coach
Location: Carleton Place Canoe Club, 179 John St
Application Deadline: May 28th, 2025
Start Date: TBD (June 2025)
Reports To: Head Coach
Contact: coachpat@cpcanoecub.com

Position Overview

The Carleton Place Canoe Club (CPCC), Canada's oldest continuously active canoe club, is seeking a passionate and skilled **Lead Development Coach** to join our dynamic coaching team. This coach will spearhead recruitment initiatives and oversee adult recreational and dragon boat programs, ensuring year-round engagement and excellence. Additionally, the role is pivotal in guiding U14 athletes through their development stages and facilitating their transition into U16 development and performance streams.

Key Responsibilities

Adult Program Coordination

- Manage and coordinate year-round adult recreational paddling and dragon boat programs, ensuring high-quality experiences for participants.
- Recruit, train, and supervise coaches and volunteers for adult programs, fostering a collaborative and safe environment.
- Organize and lead practice sessions, workshops, and community events to promote adult engagement in paddling activities.

Athlete Development

- Lead the design and implementation of training programs for U14/U12 athletes, aligning with Canoe Kayak Canada's Long-Term Athlete Development (LTAD) model.
- Facilitate the progression of athletes into U16 development and performance pathways, providing mentorship and support.
- Conduct regular assessments to monitor athlete progress and adjust training plans accordingly.
- Collaborate with the Head Coach to determine appropriate competition schedules for U14/U12 athletes

Recruitment and Community Engagement

- Develop and execute recruitment strategies to attract new participants to CPCC programs, including outreach to schools, community groups, and local events.
- Collaborate with the Head Coach to establish and implement a talent ID process
- Collaborate with the Program Manager to create promotional materials and campaigns that highlight CPCC offerings.
- Establish partnerships with local organizations to expand the club's reach and impact.

Club Development Support

- Assist the Head Coach in strategic planning and implementation of club development initiatives.
- Contribute to the evaluation and enhancement of existing programs to ensure they meet the evolving needs of members.
- Participate in staff meetings, training sessions, and professional development opportunities.



Qualifications

- Minimum NCCP Competition Introduction Certified (or equivalent); Competition Development Certified is an asset.
- Demonstrated experience coaching youth athletes, with a focus on long-term athlete development.
- Proven ability to lead and manage adult recreational programs, including dragon boat initiatives.
- Strong organizational and communication skills, with the ability to engage diverse community members.
- Current certifications in Standard First Aid, CPR-C, Pleasure Craft Operator Card, and Safe Sport Training.

Working Conditions

- This is a full-time position requiring availability for evening and weekend programs.
- Work will be conducted in various environments, including on-water sessions, indoor training facilities, and community event locations.
- Work will require travel within Canada
- The role involves physical activity and the ability to operate safety boats and paddling equipment.

Application Process

Interested candidates are invited to submit a resume and cover letter outlining their qualifications and experience to coachpat@cpcanooclub.com by **May 28, 2025**. Please indicate "Lead Development Coach Application" in the subject line.

Join us at the Carleton Place Canoe Club, where tradition meets innovation, and be a part of a community that fosters growth, inclusivity, and a lifelong passion for paddling.