

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 and accessible recreation for Carleton Place and surrounding communities. We are currently hiring for the 2025 season to meet our recruitment and programming goals. If you are interested in any of the following positions, please send your cover letter and resume to 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: Canoe Kids and Youth Canoe/Kayak Camp Counselor(s)

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

Duties:

- Assist in the coordination and implementation of the Canoe Kids and Youth Canoe/Kayak Camp programs (including scheduling & planning activities)
- Ensure participants are signed in/out safely each day of programming
- Attend all staff training sessions
- Work in collaboration with the Summer Camps Coordinator to implement creative and innovative camp program activity plans and assess participants regularly
- Work in collaboration with the Summer Camps Coordinator to provide weekly feedback to program participants and parents
- Communicate consistently and professionally with camp program parents/guardians (at pick-up and drop-off)
- Work with peers to ensure camp equipment and facilities are prepared and clean for each day of programming
- Assess camp participants and programming regularly, providing feedback to the management team as needed
- Ensure participant compliance with club safety standards and CPCC Code of Conduct
- In collaboration with the management team, complete incident reports as needed
- Attend weekly staff meetings as needed

Qualifications:

- NCCP Community Coach trained (can be completed once application has been accepted)
- Pleasure Craft Operators license
- Understanding of CKCs LTAD plan and CPCC's Paddler Pathway
- Previous experience working with athletes/campers in the Fundamentals and Foundations stages of CKC's LTAD plan
- Proven Leadership, organizational, and communication skills
- Standard First Aid & CPR-C
- Safe Sport Trained & Screened
- Must be 15 years or older as of June 1st, 2025 to apply

Term: June 30th – August 29th, 2025 (staff training will take place in May/June)

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

Application Deadline: Sunday March 23rd, 2025

Submit application to: Pat Lester, Head Coach & Technical Director coach@cpcanooclub.com