



The Carleton Place Canoe Club is the oldest continually operating canoe club in Canada and is in our 125th year of establishment. The club fosters both teamwork as well as individual excellence, with a focus on appropriate athlete development. We are currently hiring for the 2018 competitive season to meet our recruitment and competition goals. If you are interested in the following position, please send your cover letter and resume to Head Coach Pat Lester at patclester@gmail.com. Please be sure to indicate for which position you are applying.

Position: Program Manager

The Program Manager will work directly with the Head Coach to create and oversee the implementation of all club programs. They will act to ensure that all programs are running to their full potential, relating to each programs unique and individual goals and objectives.

Duties:

- In consultation with Head Coach, oversee all Camp Programs and staff. Create program outlines, including scheduling, program activities and projected outcomes.
- Coordinate staff scheduling
- Assist in the coordination of and attend all club related events (pep rally, etc.)
- Assist Head Coach in staff performance evaluations
- Complete the day-to-day tasks related to program registration
- Assist in the coordination of paddler/parent communication
- Assist in the coordination of all external regatta related activities (hotel bookings/team dinners etc)
- Ensure summer staff are completing their regular duties
- Coordinate club's school field trip program, including training and staffing
- Act as office administrator
- Ensure members comply with club safety standards and CPCC Code of Conduct
- Complete incident reports when required
- Act as club's Safety & Discipline Officer
- Complete a season-end program review

Qualifications:

- CKC Community Coach (Canoe Kids) Certified (can be completed after hiring)
- Thorough understanding of CKC's LTAD plan
- Administrative experience (preferably sport related)
- CPR, Standard First Aid
- Vulnerable Sector Check if over 18

Term: May 1st, 2018 – August 31st, 2018 (40 hrs/wk)

Salary: Commensurate with experience, qualifications, and certification level

Application Deadline: Friday, Monday February 26th 2018

Submit application to: Pat Lester, Head Coach patclester@gmail.com