



Carleton Place Canoe Club Employment Opportunity Program Manager

The Carleton Place Canoe Club (CPCC) is seeking a full-time Program Manager for the term of 12 months. CPCC operates a robust summer program including camps for children aged 5-12, competitive and recreational training for youth and adults as well as year-round training for high performance athletes. The successful candidate should have educational experience related to sport management, leisure studies, fitness/health promotion or a related field. Experience with coaching philosophies and ethics is an asset. The position entails managing the office duties related to administration, insurance compliance and program registration for our full year and summer programs. Managing staff through assisting in hiring, training and payroll related duties is also a key component of this position.

Primary responsibilities include:

- Act as office manager including the maintenance of relevant files related to CPCC operations.
- Act as primary contact with insurance providers and maintain all relevant insurance information related to CPCC. Ensure that the CPCC is adequately insured and act as the primary contact with insurance providers and the necessary sport governing bodies as they pertain to insurance coverage.
- In consultation with the Head Coach & Technical Director, coordinate all mass communications with club membership and community members.
- Including managing registrations with divisional, provincial, and national affiliates using the CKC RAMP interactive portal.
- Act as a lead in the planning and coordination of all CPCC events
- In collaboration with the Head Coach & Technical Director, advertise employment opportunities, recruit, interview, and select staff that meet the needs of the organization and comply with Canoe Kayak Canada's Safe Sport policies and guidelines.
- Coordinate and communicate staff schedules and time sheets and help deliver training prior to the season and conduct performance assessment reviews annually.

Qualification requirements:

- Post-secondary education related to sport management, leisure studies, fitness and health promotion or a related field.
- Office administration experience (preferably sport related).
- Standard First Aid & CPR-C certification.
- National Coach Certification Program - Canoe Kids Community Coach trained
- Police Background Check will be required.

Position Term: 12 months

Salary: Commensurate with experience and qualifications

Application Deadline: Wednesday May 25th, 2022

Application Process: Submit resume & cover letter by email to coach@cpcanooclub.com