



Collingwood Paddling Club

General Manager - 2024

The Collingwood Paddling Club (CPC) is looking for an enthusiastic General Manager between the age of 18 and 30 to oversee programming and Boat House operation during the summer months. This position is available from July 2 to August 23, with training occurring in late June. Candidates must be available to work the full 8 weeks of summer. The successful application may be needed the four weeks leading up to summer to plan programming as well as assist with the Open Paddle program, (approx 10-15 hours per week). This role may be combined with other roles within the CPC program to increase hours.

The General Manager will be responsible for managing and coordinating multiple programs within the Club, with an eye towards ensuring positive membership engagement and recruitment of new members. They will be working closely with the Coaches, Paddle Camp Supervisor, Board and Club Committees to promote and further the interests and activities of the Club, as well as marketing and promoting Club programs in schools and other venues.

Duties include:

- Ensure the schedule for Club activities and events is set and staffed as needed, including but not limited to Camp, Junior Sprint Program, Intro to Sprint, Open Paddle, school events and other events such as Try It or Collingwood Farmers Market .
- Monitor, clean and maintain the integrity of the CPC fleet, CPC Boat House, docks and equipment.
- Manage day to day onsite operations at CPC site, ensuring any supplies needed are organised as requested.
- Ensure all necessary safety requirements are being met by the various programs.
- Implement and update Club's emergency procedures as well provide training to staff as necessary.
- Maintaining a positive relationship with coaches, parents, and staff.
- Setting a good example for staff in all areas by showing respect, enthusiasm, cleanliness, punctuality, and good sportsmanship.
- Assist, as required, with Club programs.
- Updated Club website and social media pages, as well as assisting in registration for various programs.
- Operate and maintain the CPC safety/coach boat (Ontario PCO required).

Requirements

- Current Standard First Aid/CPR (Level C)
- Clear Police Records Check (18+)
- Minimum of 18 years of age
- Experience in a camp setting is an asset
- Proven leadership, customer service and communication skills
- Canoe and kayak experience is an asset
- Lifeguard certification preferred
- Boat Licence required
- Experience working with children

Pay rate above minimum wage (higher pay depending on experience) for 30 to 40 hours per week.

We promote equal employment opportunities for all job applicants, including those self-identifying as newcomers to Canada, Indigenous youth, persons with disabilities, visible minorities, LGBTQ2 youth, and youth for whom this would be their first job experience.

Please submit your resume to cdbccinfo@gmail.com. We will be reviewing applications on an ongoing basis. Confirmation is dependent on the Canada Summer Jobs Grant.