



Position Title: Diving Coach and Program Director

Job Status: Full Time

Hours: 35 hours / week

Salary: To be discussed based on the qualifications of the applicant

If interested, please submit your resume and cover letter to info@ottawanationaldiving.ca with the subject line *Diving Coach Position*.

Applications are being accepted until April 30th, 2023.

Overview:

Provide leadership and technical direction for the Aspire Level in the Ottawa National Diving Club (ONDC). Coach the Aspire Level divers, implement training and practice strategies, motivate and prepare divers for competition. In conjunction with Head Coach, develop team strategies and policies. Assess success of the program and make recommendations for future actions.

Responsibilities

- Leads all coaching activities of the Ottawa National Diving Club (ONDC) in accordance with the mission, objectives, bylaws and policies established by the Board of Directors.
- Coaches Aspire athletes to enable progression to Provincial, National and International level competitions, and coaches' other levels as required
- Represents ONDC as Provincial Coach at competitions and training camps.
- Coordinates participation in scheduled competitions, training camps, clinics and professional developmental opportunities
- Assists in the development of the Learn-to-Dive (recreational) and competitive programs and ensures technical content of all programs is appropriate for skill progression.
- Maintains ongoing communication with all parents and staff (meetings,



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notifications, interviews)

- Keeps program statistics to track progress; reviews and recommends new programs or program amendments to the Head Coach.
- Coordinates with head coach to deliver Learn to Dive sessions, inputs data and fees, communicates with the Website for advertising of the sessions.
- Coordinates all uniform requirements for athletes/members.
- Provide competition results to the Head Coach who prepares articles for the ONDC Website for both the Aspire and National levels
- Assists in the development of effective summer training programs for the Aspire level
- Assists in the organization of annual meetings with all competitive athletes. These meetings include training schedules, annual programs, competition schedule and previous years testing results.

Requirements:

- Minimum Competition Introduction (former Level 2) National Coaching Certification Program Certified with trampolines (diving specific)
- 3 years coaching experience in the sport of diving
- Experience training and developing athletes from the LTD level to compete at the Aspire level
- Communication and interpersonal skills to interact with parents, volunteers, stakeholders as well as the media (English is imperative, French an asset)
- Computer skills to monitor and assess athlete progression, program data, and data entry for the on-line registration system.
- In good standing with Dive Ontario and DPC or equivalent
- Vulnerable Sector Police check

Additional Skills and Assets:

- National Lifeguard Certification
- University Degree in a related field or equivalent
- Valid driver's license

- Bilingual (English is imperative, French is an asset)

