



Dive Ontario Summer Experience Program Camp and Clinic Coordinator Intern

The Dive Ontario Development Camp and Clinic Coordinator Intern will be responsible for assisting in the coordination and delivery of summer development camps for divers, and coach and officials training programs. The camps will take place Aug. 12-16 2024, and will require significant preparation in the months prior.

- They will be responsible for communication with the Executive Director, Technical Director, Dive Ontario Board of Directors, clubs, and other stakeholders regarding these programs.
- They will assist in the planning and delivery of these programs
- They will be responsible for creating and implementing a communication plan for these Dive Ontario programs through the creation of content and templates that can be adapted to both the website and social media platforms.
- Monitoring and engaging on all social media platforms, including Facebook, Instagram, Twitter, and LinkedIn to inform the diving community about these programs.
- They will provide administrative and operational support to the Executive Director and Technical Director, involving the handling of daily administrative tasks, and other duties as assigned by the Executive Director and Technical Director to support operations within Dive Ontario.

Skill Development:

1. Event/sport development camp/clinic planning and management skills
 2. Marketing Skills
 3. Communication/Interpersonal Skills
 4. IT Skills
 5. Organization Skills
 6. Time Management Skills
- The Coordinator will help develop a marketing and communications plan for these opportunities by offering ideas for content creation that will increase Dive Ontario's social media and website presence and enhance Dive Ontario's communication with its member clubs and stakeholders.
 - The Coordinator will be responsible for assisting in creation and distribution of information and content to the public through affiliated platforms.
 - Through the collaboration and communication with Dive Ontario, Diving Plongeon Canada, and the ten partnered clubs, the Coordinator share information around these opportunities.
 - The position will include responsibilities in the planning, execution and communication of these camps and clinics and the distribution of content.
 - The Coordinator will be able to engage in the world of event management, sports marketing, communications and content creation.



Dive Ontario Collaborations

- Coordinate and communicate with supervisor, clubs, and other stakeholders.
- Leading conversations during meetings with committees and updating them on the tasks you are completing.
- Coordinate with Dive Ontario management, boards, committees, clubs, and athletes

Position Details

- The position will offer professional development for an individual seeking a career in the sport marketing, sport management or sport administration domain.
- Availability is key for this position in order to fulfil all tasks and meet with the supervisor and club stakeholders.
- This position will be hybrid; supporting virtual and on location at the Dive Ontario office at TPASC in Scarborough, ON, and the Nepean Sportsplex in Ottawa, ON.
- **The position will require in-person attendance at the Super Camp, Aug. 12- 16, 2024 in Ottawa, ON.**
- This position will require Intern to participate in meetings with Dive Ontario and committees and present their work during those meetings.

Required Skills

- Exceptional work ethic, eagerness to learn and a passion for the sport industry.
- Excellent writing ability for assisting in developing content for the website and social media.
- Strong communication and listening skills when coordinating and building relationships with Board of Directors, diving clubs and other stakeholders.
- Good time management and prioritization skills.
- Proficiency in online technology.
- Knowledge of social media platforms and website upkeep.
- Strong skills in graphic design and media creation.

Application Process

Please send a resume and cover letter directly to Robyn Bate via email at executivedirector@diveontario.com by **5pm EST on Wednesday, May 22, 2024.**

Dive Ontario thanks all applicants for their interest in this opportunity however only those selected for an interview will be contacted.