



## Technical Director – Dive Ontario

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<b>Organization:</b>	Dive Ontario (DO)
<b>Title:</b>	Technical Director
<b>Job Category:</b>	Contractor
<b>Location:</b>	Remote (within Ontario) or Toronto Pan Am Sport Centre
<b>Immediate Supervisor:</b>	Dive Ontario Executive Director

### **About Us**

The mission of Dive Ontario is to empower and inspire divers, coaches, and officials of all ages by providing inclusive pathways, and safe and supportive environments with a strong sense of community. Dive Ontario is committed to fostering growth, excellence, and accessibility in the sport of diving.

With 10 clubs in the province and numerous affiliate programs, Dive Ontario believes that by continually providing support and encouragement throughout all stages of diver development we will continue to have a strong national presence. From learn-to-dive programs to competitive levels and high performance, Dive Ontario strives to support and deliver robust programs that identify talent and encourage their continued development.

### **General Description: Technical Director**

This individual will be instrumental in leading the technical aspects of Dive Ontario diving programs. This key position requires a qualified and respected individual with technical and leadership skills, committed to delivering results-oriented programming and fostering collaborative teamwork across the province. Reporting to the Executive Director, the Technical Director will actively engage with member clubs and coaches to build capacity from grassroots to high performance.

## **Core Competencies**

- Comprehensive knowledge of diving across all levels.
- Understanding of strategic planning, implementation, monitoring, and evaluation.
- Demonstrated commitment to applying sport science and research for technical and tactical advancement.
- Strong critical thinking, communication and team-building skills
- Proficiency in sport technical management, administration, and finance.
- Proven experience in developing strategies, defining requirements, preparing reports, and delivering presentations.
- Collaborative spirit to work effectively with Dive Ontario members, affiliates, and stakeholders to advance the sport

## **Primary Duties & Responsibilities**

### **1. Athlete and Coach Development**

- Planning and delivery of athlete and coach development programs in alignment with Dive Ontario's strategic plans.
- Oversee Ontario High-Performance Sport Initiative (OHPSI) supported programming, athlete High Performance programs, provincial team programming and Safe Sport initiatives.
- Act as the liaison between National Sport Office (NSO) High-Performance Athlete Development (HPAD) and Diving Plongeon Canada (DPC) Technical leads.
- Lead the development and execution of provincial athlete development programs for non-High Performance athletes, ensuring alignment with provincial and national pathways.
- Evaluate current athlete and coach training programs, identifying gaps, and proposing innovative development programming.
- Coordinate and facilitate coach and official clinics, manage logistics, authorize expenses, and ensure revenue collection, while also advancing the qualifications of Facilitator and Evaluator individuals in Ontario.
- Travel to member clubs and competitions to evaluate athlete and coach development, offering technical expertise and advice.
- Lead technical workshops for coaches and collaborate with officials as necessary.
- Facilitate communication among coaches, fostering knowledge sharing, technical expertise, and awareness of rules and standards.
- Coordinate and facilitate development camps, manage logistics, manage expenses, and coordinate revenue collection with Executive Director.

### **2. Planning and Communication**

- Create and implement a multi-year operational plan that aligns with the strategic vision to foster the development and expansion of all programming pathways, encompassing learn-to-dive, masters, high diving, and high-performance initiatives.



- a. Develop a multi-year Dive Ontario High-Performance Plan and annual Operational Plans to achieve established metrics, all while evolving OHPSI programming.
  - b. Expand programming within municipalities to evolve recreational grassroots, learn to dive programming.
  - c. Explore and introduce new documented pathways to support accessibility and inclusion for all athletes, coaches, and officials to be connected within the Dive Ontario community at any level.
- Implement Dive Ontario's Strategic Plan, ensuring the integration of sport development objectives.
- Engage with the Board, member clubs, and Head Coaches for effective communication on club programs and athlete and coach development.
- Liaise with key external partners, including DPC, Coaches Association of Ontario (CAO), and Canadian Sports Institute of Ontario (CSIO), representing Dive Ontario's athletes, coaches, and high-performance programs.
- Lead the development, implementation, and evaluation of short and long-term strategies for athlete and coach development programs.
- Provide leadership and direction to Dive Ontario and club staff in athlete and coach education and development.
- Identify and manage the budget for all sport development programs and projects, including OHPSI programming, 'former' Quest for Gold, and other technical allocations identified.
- Contribute expertise regarding funding partnerships and grant requirements for sport development.
- Formulate and uphold technical policies, ensuring effective communication and compliance among members.
- Collaborate with coaches to formulate OHPSI individualized athlete performance plans (IAPPs), conduct annual OHPSI coach development reviews, and actively engage with coaches to develop succession plans where appropriate.

### **3. Administration and Reporting tasks**

- Provide a comprehensive technical director report for all board meetings.
- Chair the Technical committee and support scheduling, agenda creation, minutes development, and action log management.
- Provide technical expertise to support other committees and the Board of Directors.
- Ensure accurate tracking of all registered coaches and instructors.
- Complete weekly administrative tasks, including timesheet and status reporting.
- Manage SharePoint folder for all technical sections and reference materials.
- Lead and update Athlete, Coach, and Judge pathway documentation.
- Monitor and report on technical strategic, operational, and high-performance key performance indicators (KPIs).
- Centrally track all member competition results in adherence to KPIs.
- Maintain technical policies of the organization.
- Develop and present technical presentations to CSIO, DPC, and other external partners.



#### **4. Event Support**

- Serve as a backup for meet manager and judge at Ontario competitions, as required.
- Attend HPAD camps and Jr. Trial events, as required.
- Attend Provincial National Qualifying events.
- Deliver annual workshop content at the annual general conference.
- Support the presentation of awards at the annual awards banquet.
- Organize and lead Dive Ontario run diving camps

#### **5. Qualifications and Key Skills**

- Post-secondary education or degree in kinesiology, business, or sport science, or a strong combination of relevant training and experience.
- Excel in technical understanding of competitive diving and athletic training.
- Coach certification.
- Proven leadership, knowledge, and skill in competitive diving, including a strong understanding of long-term athlete development (LTAD) principles.
- Strong written, verbal, presentation, and listening communication skills with excellent interpersonal and multidisciplinary project skills.
- Proven time management and analytical skills, with the ability to multitask, set priorities, and meet deadlines.
- Demonstrated experience with budgeting and financial reporting.
- Strong organizational, consultative, facilitation, and decision-making skills.
- Enthusiastic about achieving excellence in diving at all levels.
- Ability to work independently and contribute to a team environment.
- Demonstrated experience and success in competitive diving at the national level, with international experience being an asset.
- Computer literacy and data collection skills, and MS Office tools competency.
- Proficient knowledge of the provincial, national, and international competitive diving delivery system.
- Knowledge of Sport governance and administration is an asset.

#### **6. Other Duties as assigned**

#### **7. Additional Job Requirements**

- Flexibility to work remotely (mainly in Ontario) or at the Toronto Pan Am Sport Centre.
- Ability to travel to meetings, events, or program activities within Ontario.
- Ability to travel and work irregular hours including evenings and weekends as required to meet the needs of the position.
- Must have a valid driver's license and access to a personal vehicle.

