



**Position Title: ONDC Assistant Coach**

**12-15 hours per week**

**Position Overview:**

Ottawa National Diving Club seeks a part-time coach to provide leadership and technical direction under the ONDC Head Coach. The coach will coach all age group divers at the provincial level, implement training and practice strategies, motivate and prepare divers for competition, and assess the success of the program and makes recommendations for future actions. S/he will also supervise the Learn to Dive program, and support our Advanced Recreation program. S/he will support and work collaboratively with the Head Coach in his/her work, and report to the Head Coach.

Ideally, the coach will work two week nights per week, as well as two sessions at the weekend. Specific schedules will be discussed during the interview process. Our season is September to June, with a lighter schedule through summer, dependent on athlete and coach availability. ONDC is normally based at Nepean Sportsplex, but sometimes trains at Walter Baker or Bob MacQuarrie.

We are interested in, and able to provide training to, former divers, masters divers, diving coaches, gymnastics and trampoline coaches.

**Responsibilities:**

- Works with the head coach to deliver coaching activities of their group in the Ottawa National Diving Club (ONDC) in accordance with the mission, objectives, bylaws and policies established by the Board of Directors.
- Coaches their athletes to enable progression to Provincial and National level competitions, and coaches other levels as required.
- Represents ONDC as Coach at provincial, national, and training camps as required.
- Coordinates participation in scheduled competitions, training camps, clinics and professional developmental opportunities for their athletes
- Plans and supervises the Learn-to-Dive (recreational) programs and ensures technical content of the Learn-to-Dive program is appropriate for skill progression.
- Makes recommendations to the Head Coach for the selection of new athletes and for progression of existing Aspire athletes into the National program.
- Maintains ongoing communication with other ONDC staff and all parents of their athletes (meetings, notifications, interviews)
- Keeps program statistics to track progress; reviews and recommends new programs or program amendments to the Head Coach.
- Provides, in a timely manner, competition results and Learn-to-Dive information to the coordinator of ONDC's social media platforms
- Proposes summer training programs for their athletes to the Head Coach, and implements them as directed.

- Coordinates all uniform requirements for their athletes.
- Assists in the organization of annual meetings with all competitive athletes. These meetings include training schedules, progressive training programs, competition schedule and previous years' testing results.

**Requirements:**

- Former competitive diver, gymnast or trampolinist, or coaching experience in diving, gymnastics, or trampoline
- NCCP Comp-Intro Certified
- 2-3 years coaching experience in the sport of diving, gymnastics or trampoline
- Experience training and developing athletes from the beginner to National levels
- Communication and interpersonal skills to interact with parents, volunteers, and stakeholders
- Computer skills to monitor and assess athlete progression, program data, and data entry for the on-line registration system.
- Can achieve good standing with Dive Ontario and DPC or equivalent
- Vulnerable Sector Police check

**Additional Skills and Assets:**

- National Lifeguard Certification
- Valid driver's license
- Bilingualism is an asset (English and French)

**Compensation:**

This is an hourly position, paid at \$21-\$26 per hour, commensurate on experience. We welcome applications from under-represented groups. Even if you do not meet all the requirements, please reach out to discuss.

To apply, please email [board@ottawanationaldiving.ca](mailto:board@ottawanationaldiving.ca) with your resume and short introductory email. Applications close Sunday 27<sup>th</sup> July 2025, but will be reviewed on a rolling basis.