



## **Dive Ontario Summer Experience Program**

### **Sport Development, Camps & Club Support Coordinator**

The Sport Development & System Support Coordinator will support Dive Ontario in the coordination, development, and delivery of provincial sport programming and system-level initiatives. This role provides hands-on experience in sport administration, program development, community engagement, and system planning.

The position focuses on supporting current operations while contributing to the planning and development of programming for the 2026–2027 season, aligned with Dive Ontario’s athlete development pathway and long-term strategic priorities.

#### **Key Responsibilities**

##### **Program Coordination & Development**

- Support delivery of Dive Ontario programs and contribute to the planning and development of High-Performance camps for the 2026–2027 season
- Assist with program structures, scheduling, and operational processes

##### **Communication, Media & Website**

- Act as a point of contact for participants and stakeholders
- Support communication strategies, content creation, and launch and ongoing updates of the Dive Ontario website
- Create and distribute content across website and social media platforms

##### **Stakeholder & Sector Engagement**

- Coordinate with leadership, clubs, coaches, and partners
- Support collaboration with municipalities and sector organizations

##### **Digital Systems & Administration**

- Support registration processes, club onboarding, and administrative tasks
- Assist with data entry and use of program platforms

##### **Research & System Development**

- Support facility inventory, outreach, and identification of service gaps
- Assist with data collection and analysis to inform planning

##### **Policy & Governance Support**

- Assist with policy updates and support consistent implementation of practices

#### **Skills Development**

Through this position, the Coordinator will gain practical and transferable skills in:

- Program coordination, development, and system planning
- Communication, customer service, and public engagement
- Stakeholder and partnership management
- Digital administration and systems use
- Research, data analysis, and planning
- Policy interpretation and governance support
- Time management, organization, and project coordination



### **Position Details**

- The position offers professional development for individuals pursuing careers in sport marketing, sport management, or sport administration
- Availability is required to meet responsibilities and engage with supervisors and stakeholders
- This is a hybrid position, supporting primarily virtual work with occasional in-person collaboration as needed
- The Coordinator will participate in meetings with Dive Ontario staff and committees and may present updates on their work

### **Required Skills**

- Strong work ethic, eagerness to learn, and interest in the sport sector
- Excellent written communication skills for website and social media content
- Strong interpersonal and communication skills when engaging with stakeholders
- Effective time management and prioritization abilities
- Proficiency with online tools and technology
- Knowledge of social media platforms and website content management
- Experience or interest in graphic design and content creation

### **Compensation / Eligibility**

This is a paid hourly position through the Summer Employment Opportunities (SEO) program.

- Hourly rate based on experience
- Flexible scheduling in collaboration with the student
- Maximum summer earnings capped at \$3,282.00

### **Eligibility Requirements:**

Applicants must:

- Be students enrolled in a secondary or post-secondary institution
- Be at least 15 years of age at the start of employment
- Be a resident of Ontario at the time of employment

### **Application Process**

Please submit a resume and cover letter to Robyn Bate via at [executivedirector@diveontario.com](mailto:executivedirector@diveontario.com) by 5:00 PM EST, Friday, May 15, 2026

Dive Ontario thanks all applicants for their interest; however, only those selected for an interview will be contacted.