

Toronto Diving Academy – Sport Program Coordinator: Summer 2026

About us:

Diving Plongeon Canada is a non-profit organization and the national governing body for springboard, platform, and high diving. Recognized as a sport leader both domestically and internationally, diving is one of Canada's top performance sports. The Toronto Diving Academy is a DPC initiative created in 2015 to develop world class divers at the Toronto Pan Am Sport Center. A legacy of the 2015 Pan Am and Para Pan Am Games; we offer year-round high-performance training and talent ID programs for GTA youth and young adults.

Position Details:

<i>Commitment:</i>	Full time
<i>Duration:</i>	June 29 th to August 21 st , 2026
<i>Location:</i>	Primarily located at 875 Morningside Ave (Toronto Pan Am Sport Center) with the ability to work remotely for camp preparation and wrap up
<i>Work Hours:</i>	Camp hours are Monday to Friday 9am-4pm. Flexible hours available in camp preparation and wrap up.

Job Summary:

The Sport Program Coordinator will play a key role in the administration and delivery of the Toronto Diving Academy's summer camp program as well as provide essential support to the senior administration and coaching staff.

Key Responsibilities:

- Work with TDA senior administrative staff to manage camp registrations and communications.
- Plan camp activities in line with the goals of the long- term athlete development model
- Develop marketing strategies and align program activities to attract underserved communities
- Assist with creating and managing camp staff schedules
- Review current camp administration practices and offer insights for streamlining processes
- Provide on-site coaching and leadership to deliver summer diving camp programming
- Help create a social media strategy to promote our camps, events, and programs
- Participate in a program review at the end of the season and recommend changes to improve future camps
- Assist supervisor with budget management
- Oversee the environmental impact of camps by initiating and coordinating sustainability efforts to improve ecological outcomes. Provide actionable recommendations on how Toronto Diving Academy can create new opportunities within its business practices to protect and conserve the environment.
- Work with our technology partner to develop and implement an AI-based communications and data management app.



Desired Characteristics and Qualities:

- NCCP Instructor: Beginner- "Trained" status or higher in diving
- Experience working with youth age 6-14
- Excellent attention to detail with the ability to manage multiple priorities, deadlines, and tasks effectively.
- Proactive problem-solving skills with the capability to address logistical and operational challenges.
- Strong verbal and written communication skills
- Strong sense of initiative and ability to work in a team environment.

Canada Summer Jobs Program Requirements:

- Must be between ages 15 & 30 as of the first day of employment
- Must be a Canadian citizen, a permanent resident, or someone who has been officially given refugee protection in Canada and
- Must be legally allowed to work in Canada (with a valid SIN)

Performance Appraisal Process:

The Summer Program Coordinator will work collaboratively with the TDA staff and will receive a formal evaluation at the end of the employment period.

Diving Plongeon Canada is committed to creating an inclusive and diverse work environment and is proud to be an equal-opportunity employer. All qualified applicants will be considered for employment without regard to race, ancestry, place of origin, colour, ethnic origin, creed, sex, sexual orientation, age, marital status, family status or disability.

Application Deadline: June 11th, 2026

Compensation: \$20/hour. This is a paid position made possible through the Canada Summer Jobs Program.

To Apply: Please email your resume and cover letter to terri@diving.ca