



Diving Plongeon Canada – Fall – 2026

Events & National Teams Intern

About DPC:

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 national federation's staff includes eleven full-time employees and relies heavily on the contributions of interns. Interns have transitioned from their internships to play key roles within Diving Plongeon Canada and other national sports organizations.

Position Details:

- Commitment: Part-time – a minimum of **12 hours per week**, with the flexibility to increase weekly hours as required to meet the requirements of the student's approved internship, co-op, practicum, or work-integrated learning course or program.
- Duration: September 28th to December 18th, 2026 – expected, but flexible as mentioned above.
- Location: DPC head office in Ottawa (700 Industrial Ave)
- Work Hours: Regular DPC Office hours are Monday to Friday – 9am to 5pm

Job Summary

The **Events & National Teams Intern** will work as part of Diving Plongeon Canada's national office team, gaining hands-on experience across several areas of a Canadian National Sport Organization (NSO).

The internship will provide practical exposure to the planning and delivery of national and international events, national team and athlete services, membership administration, outfitting, and national programs. Working alongside Diving Plongeon Canada staff, the intern will support preparations for the 2027 competition season.

This position is intended for a post-secondary student completing an internship, co-op, or work-integrated learning course during the Fall semester who is interested in pursuing a career in sport management, event management, sport administration, or in the Canadian sport system.

Key Responsibilities

- Support the planning and preparation of Diving Plongeon Canada's 2027 national and international events, including event logistics, schedules, registration, accreditation, equipment, and operational requirements.
- Assist with national team and athlete services, including team administration, travel preparation, athlete information, and other logistical requirements.
- Support the coordination and administration of national team outfitting, including inventory, sizing, ordering, distribution, and tracking of apparel and equipment.



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- Assist with the administration of Diving Plongeon Canada's membership and registration programs, including database management, member communications, and general administrative support.
- Support the delivery and administration of national programs and initiatives involving athletes, coaches, officials, clubs, and provincial sport organizations.
- Assist with the preparation of event and program materials, including schedules, information packages, accreditation documents, tracking sheets, presentations, and operational documents.
- Maintain organized records, inventories, databases, and shared resources related to events, national teams, membership, and national programs.
- Provide general administrative and project support to the national office team as required.

Internship Learning Objectives

Through the internship, the successful candidate will have the opportunity to:

- Develop a practical understanding of how a Canadian National Sport Organization operates.
- Gain hands-on experience in the planning and delivery of national and international sporting events.
- Understand the administrative and logistical requirements associated with national teams and high-performance sport.
- Gain experience working with athletes, coaches, officials, clubs, provincial organizations, event hosts, suppliers, and other sport system partners.
- Develop practical skills in project coordination, event operations, membership administration, communication, and sport management.
- Gain exposure to the broader Canadian sport system and the roles played by National Sport Organizations, Provincial Sport Organizations, government partners, and other stakeholders.

Desired Characteristics and Qualifications

- Currently enrolled in a post-secondary program related to sport management, recreation, business, event management, communications, or a related field.
- Strong organizational skills and attention to detail.
- Ability to manage multiple projects, deadlines, and priorities.
- Strong verbal and written communication skills.
- Comfortable working both independently and collaboratively as part of a team.
- Strong sense of initiative and willingness to learn.
- Familiarity with Microsoft Office applications, including Word, Excel, PowerPoint, Teams, and Outlook.
- Interest in sport administration, event management, national teams, or the Canadian sport system.
- Bilingualism in English and French is considered an asset.



Compensation:

This is an unpaid academic internship intended for a post-secondary student enrolled in an internship, co-op, practicum, or other work-integrated learning course or program during the Fall 2026 semester. The placement must be approved by the student's college or university and form part of their academic program.

The successful candidate will receive an honorarium to help offset the academic costs associated with their internship, co-op, practicum, or work-integrated learning course enrolment.

Application Deadline: Friday, September 25th, 2026

To Apply: Please email your resume and a short cover letter to info@diving.ca with the subject line: **DPC Fall Internship**