



**Diving Canada – Summer 2022
National Teams Operations Intern**

Diving Canada

312-700 Industrial Ave
Ottawa, ON
K1G 0Y9

Internship supervisor

Ivonne Shoucair
National Operations Director
Ph: 613-736-5238 x 2106
email: ivonne@diving.ca

About us:

Diving Canada is the national governing body of springboard and platform diving. Diving is among the top performance sports in Canada and is recognized as a sport leader both domestically and internationally. The national office staff includes eleven full-time employees and relies heavily on the work and contribution of student interns. Students have graduated from their internships to move on and play key roles within Diving Canada and other national sport organizations.

Commitment: 30 hours per week working remotely until offices are opened.

Duration: May 30 to August 26, 2022

Work Hours: Flexible; adjusted to student's requirements

Regular DPC Office hours are Monday to Friday – 9am to 5pm

Total Hours: 270 hrs for the summer internship

Desired Characteristics and Qualities

- Proficient with office software (Word, Excel, Powerpoint, MS Teams, and Outlook)
- Strong verbal communication skills
- Organized, focused, team oriented, and a desire to learn
- Strong sense of initiative
- Bilingualism (EN/FR) is an asset

Definition of Role:

The selected intern will work as part of the national office team and will be involved in, support the logistics of the national teams attending national and international events.



Areas of Responsibility:

- Maintain registration information systems for national teams
- Provide support for the development and distribution of team information packages
- Collect data for all participants attending competitions
- Provide logistical support around domestic and international national team events

Compensation:

This is a paid summer internship position, made possible through the Canada Summer Jobs program. The intern must be returning to school in the fall or have just graduated this spring from a post-secondary program.

Performance Appraisal Process:

The student intern will work collaboratively with the national office staff and will receive a formal evaluation at the middle and end of the internship.

To apply, please send CV and brief cover letter by Friday May 20th, to:

Penny Joyce
COO
Diving Plongeon Canada
penny@diving.ca

Only those selected for an interview will be contacted.