

JOB POSTING

MANAGER, HIGH PERFORMANCE PROGRAMS

Diving Plongeon Canada (DPC) is the national sport governing body for diving and high diving. As a member of World Aquatics, the world's governing body of aquatic sports, DPC contributes to the development of globally accepted standards of excellence in diving and supports the rules and regulations of international competition. We share a national commitment to advance the art and sport of diving and to position Canada as the number one diving nation of the world. We value respect, leadership, courage, innovation and community.

DPC is committed to equity, diversity, and inclusion in all respects, including hiring a workforce that is reflective of the diverse population of Canada with respect to age, gender, ethnicity, religion, ability, sexual orientation, education and culture. We actively encourage applications from persons who identify as women, indigenous peoples, person with disabilities, LGBTQ2S+ individuals, and members of visible minorities. Self-identification by candidates is completely voluntary.

DPC is seeking an enthusiastic and committed individual to join our team as a Manager, High Performance Programs. This is a full-time permanent position.

Reporting to the Senior Director – Elite Performance, the Manager, High Performance Programs will be a key member of DPC's Performance Staff Team, and play a vital role in the coordination and administration of DPC's national team programs. This position may require travel domestically and internationally to support the needs of the program.

This is a unique opportunity suited to an individual who is highly motivated with a passion for high performance sport. Individuals with strong communication skills and the ability to create and develop strategic partnerships while managing multiple timelines will excel in this role. The individual will possess a post-secondary degree or diploma in a related field or equivalent combination of education and experience and should also have the following:

- At least three years of experience working in a national team administration role
- Knowledge of the Canadian sport system
- Experience managing budgets and timelines
- Previous experience with or knowledge of diving will be considered an asset
- Superior organizational skills and a commitment to accuracy and attention to detail
- Strong communication skills, both written and verbal
- Bilingualism (English/French) is an essential asset

- Ability to take initiative and work independently
- Creative thinking and problem solving
- Strong ability to collaborate with DPC staff and external partners
- Knowledge of MS Office suite products and MS Teams
- Flexible but works within deadlines and ability to adjust to changing priorities
- Work location is negotiable, however being close to the DPC head office in Ottawa would be an asset

For a full job description, please see the link below. Salary is commensurate with experience and qualifications. Preferred start date is March 17, 2025.

[See attached job description](#)

To apply, please submit resume and cover letter by Thursday, February 20, 2025 to DPC's Chief Executive Officer, Penny Joyce (penny@diving.ca).

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Applications should have "Application for Manager, High Performance Programs" in the subject line.

JOB DESCRIPTION MANAGER – HIGH PERFORMANCE PROGRAMS

TITLE:	Manager - High Performance Programs
JOB CATEGORY:	Full-time
LOCATION:	DPC National Office, Ottawa
IMMEDIATE SUPERVISOR:	Senior Director – Elite Performance

RESPONSIBILITIES AND DUTIES:

The Manager-HP Programs is an integral part of the DPC Performance Team and works closely with the DPC Tech Team (Senior Director-Elite Performance, NEXTGEN Performance Director, High Performance Consultant and High Diving Program Director). The Manager-HP Programs oversees the operation of junior and senior national team competitions, training camps and other national team-related programs. The Manager-HP Programs is also responsible for the coordination and minute-taking of DPC Tech Team Meetings as well as the annual national coaches' meeting. The Manager-HP Programs works with the High Diving Program Director to provide logistical support for the national high diving team. The Manager-HP Programs receives assistance from the High Performance Coordinator or National Team Assistant/Intern and other DPC operations staff, as required.

1) Competitions

- Keeps abreast of international competition schedules and selection criteria deadlines
- Manages registration to international events:
 - Prepares forms (entries, travel, medical) and accreditations or entering information into organizers registration platforms.
 - Requests and processes payments
- Organizes travel and accommodation:
 - Flight, train, or ground transportation bookings
 - Accommodations and meal services
 - Payments for hotel and travel arrangements
 - Training schedules
- Arranges travel visas, parental permissions, collection of competition fees
- Takes care of all communication related to camps and competitions for athletes, parents, coaches, medical staff, officials, and team managers.
- Processes expenses for athletes, coaches, medical staff, and team managers following trips.
- Collects results and post-event information.
- Keeps updated files for passport and accreditation needs.

- Assists with budgeting and budget tracking
- Prepares and updates annual information forms (medical forms, parental permission forms, etc).

2) Training Camps

- Distributes invitations and schedules, as required
- Oversees hotel and travel arrangements
- Prepares information packages and schedules
- Provides on-site team management and support, as required

3) Canadian Anti-Doping Program

- Manages the National Athletes Pool with the CCES, and the Registered Testing Pool with World Aquatics.
- Supports parents and athletes with TUE processing and other information regarding medications and supplements.
- Provides training and education to athletes.
- Supports athletes' compliance with mandatory courses through CCES e-learning portal.
- Supports athletes' compliance with World Aquatics whereabouts and the ITA requirements.
- Coordinates doping control services at domestic and international events in Canada.
- Submits retirement forms for World Aquatics, ITA and CCES

4) Athlete Funding Programs

In conjunction with the Senior Director – Elite Performance:

- Supports drafting of carding systems for junior and senior athletes.
- Maintains relationship with Sport Canada for the Athlete Assistance Program (AAP) and maintains updated carding files.
- Collects technical information and prepares annual AAP submission to Sport Canada
- Completes athlete assistance program applications and obtains athlete specific required documentation.
- Coordinates and maintains technical statistics for national team events and for carding purposes.
- Follows up on completion of mandatory courses for athlete carding (CCES, Respect in Sport).
- Prepares and manages information for all other national athlete funding initiatives in concert with DPC marketing and communication staff, as required.

5) Outfitting Program

Working with operations and marketing staff:

- Estimates annual uniform needs for teams based on events.
- Assists with inventory control, shipping & receiving, when available

6) Staff Support and Assistance

- Organizes and attends tech team meetings and takes notes at meetings
- Assists with DPC-hosted international events, as required.
- Provides support to other members of DPC staff team, as required.

7) Degree of Supervision

The Manager - HP Programs is accountable to the Senior Director – Elite Performance for successfully carrying out the responsibilities and duties listed above and will consult regularly with the DPC Tech Team in program delivery and activities. They will collaborate with and be evaluated by their DPC peers and are expected to provide constructive feedback to colleagues within the national team program. Final evaluation will be conducted by the Senior Director – Elite Performance.

8) Power of Decision

The Manager - HP Programs will participate in meetings specific to the job requirements and will be responsible to make recommendations where necessary. The individual will have sufficient authority to act in the daily management of program areas in accordance with the policies, programs and budget. Beyond these limits, the individual is required to have decisions approved by the Senior Director – Elite Performance or other designated DPC staff.