



Job Description

Job Title: Program Director and Head Coach

Reports to: Academy President and Board of Directors

Location: Saanich Commonwealth Place, Victoria, BC

Summary

As a key member of the Boardworks Diving Academy (BDA), the Program Director and Head Coach works collaboratively with the Academy Board, the Lead Coach and a team of part-time diving and gymnastic coaches to deliver coaching for both competitive and recreational diving programs. This includes leading both a high-performance development program aligned with national standards as well as a diverse, flexible and accessible recreational program. This role is pivotal in advancing athlete performance and supporting talent identification and development initiatives as well as fostering a culture of excellence, safety, and inclusivity within the Academy.

Key Responsibilities

Program, Leadership & Coaching

- Lead the development and delivery of training programs for recreational and competitive dive programs.
- Provide primary coaching for competitive divers preparing for Junior National Development and Junior Elite competitions.
- Periodically provide coaching for divers across all levels, including recreational, as needed.
- Attend training camps and competitions with selected divers.



Talent Identification & Development

- Collaborate with the Academy President and the local Diving Plongeon Canada's (DPC) Canadian Diving Institution (CDI) coach to implement a world-class talent identification process.
- Manage and lead talent identification initiatives within school and recreational programs.
- Work with funding partners and agencies (e.g., 94 Forward) to support recruitment and development of young athletes aged 7–11.

Team Management

- Supervise, mentor, and support part-time coaches delivering diving and pre-diving gymnastic activities.
- Disseminate best practices and technical insights to improve coaching quality.
- Ensure appropriate staffing levels and assist with scheduling and program content.
- Act as a role model in fostering a respectful, inclusive, and supportive environment for all athletes and staff.

Program Administration, Communication & Partnerships

- Monitor athlete progress through regular assessments, setting benchmarks, and managing group placements.
- Ensure all coaches accurately document training plans, progress updates, and goal tracking in a timely manner.
- Attend and/or lead internal and external meetings and coaching sessions.
- Support the Lead Coach in the marketing and promotion of Academy programs and achievements via the BDA website, social media, newsletters, and other channels.
- Build and maintain strong relationships with internal staff, volunteers, schools, and external stakeholders.
- Uphold and promote the Academy Coach Code of Conduct, DPC and BC Diving standards, and Sport Canada Safe Sport guidelines, while ensuring coach compliance to the same.
- Provide training and support to coaches on compliance and safe sport practices.
- Provide input and support to the Academy President and Aquatic Development Manager of Saanich Commonwealth Place on new initiatives.



Operational Duties

- Be flexible in undertaking additional duties aligned with the role's objectives and compensation.
 - Oversee equipment storage, maintenance and safety.
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Professional Discretion

The Program Director and Head Coach may exercise professional judgment in:

- Manage divers and dives during training hours
 - Planning and delivering diver training
 - Establishing training schedules
 - Overseeing and mentoring part-time coaches
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Qualifications

- Must possess and maintain all applicable BC Diving coaching requirements or equivalent.
 - Must hold Sport Canada NCCP qualifications – Competitive Development in Diving or Gymnastics, or equivalent international certification.
 - Preferred: Post-secondary degree or higher in Sport Science, Education, or Sport Development.
 - Related and relevant education and experience will be considered.
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Accountability

The Head Coach reports directly to the President and Board of Boardworks Diving Academy and is accountable to them for all aspects of the program.

This job description is subject to periodic review and change by mutual agreement between the coach and the Academy.