

HULLETT PROVINCIAL WILDLIFE AREA



FRIENDS OF HULLETT

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Friends of Hullett manage the Hullett Provincial Wildlife Area in partnership with the Ontario Ministry of Natural Resources and Forestry and Ducks Unlimited Canada. Friends of Hullett are currently accepting resumes for a **Recreation & Event Coordinator**. The successful candidate **must be between 15 and 30 years of age**. They will assist with the management of the Hullett Provincial Wildlife Area and various projects of the Friends of Hullett. **This is an ideal job for a student.**

Duties include:

- Interacting with partner organizations and the general public
- Volunteer recruitment and organization
- Educate the public and volunteer groups about the many varied wildlife habitats within our property via social media and web site updates
- Plan and develop our annual "User Guide" with articles and advertisements
- Event planning and implementation
- Assisting Friends of Hullett Staff

Required Skills:

- Knowledge of computer systems and a variety of software programs including Microsoft
- Possess superb communication skills (customer service experience an asset)
- Proficient at identifying some native and introduced flora and fauna in order to lead interpretive events
- Detail oriented and independent
- Valid Class G license with clean driving record an asset
- Ability to conduct field work in various terrains and inclement weather
- CPR and First Aid Certification an asset

This is an 8-week contract position. The successful candidate will earn **\$15.50 per hour and work 35 hours per week**. The job will start in June 2019. The candidate will be expected to work some weekends and occasionally evenings and must provide safety boots. Resumes and cover letters are to be submitted to the Friends of Hullett. **Please send resumes and cover letters to the attention of Scott Austin via email at fohoffice@tcc.on.ca**

Friends of Hullett

www.hullettmarsh.com

Note: Only those selected for an interview will be contacted.