

HULLETT PROVINCIAL WILDLIFE AREA



FRIENDS OF HULLETT

P.O. Box 1520, Clinton, Ontario, Canada N0M 1L0

Phone (519) 482-7011 Email fohoffice@tcc.on.ca Website www.hullettmarsh.com

Friends of Hullett manage the Hullett Provincial Wildlife Area in partnership with the Ontario Ministry of Natural Resources and Ducks Unlimited Canada. Friends of Hullett are currently accepting resumes for a **Recreation & Event Coordinator**. The successful candidate will be a student returning to school in September 2016. They will assist with the management of the Hullett Provincial Wildlife Area and various projects of the Friends of Hullett.

Duties include:

- Interacting with partner organizations and the general public.
- Planning, organizing and promoting recreational and educational tourism events and workshops.
- Educate the public and volunteer groups about the many varied wildlife habitats within our property.
- Plan outdoor event fundraisers for the Friends of Hullett.
- Developing and maintaining of trails to ensure public access while conducting interpretive hikes.
- Assisting Friends of Hullett Staff.
- **Planning, preparing and promoting the Hullett Marsh “Youth Waterfowl Clinic”**

Required Skills:

- Knowledge of computer systems and a variety of software programs including Microsoft Office Suite and Outlook.
- 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.
- Must have a Valid Class G license with clean driving record.
- 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 \$12.75 per hour and work 35 hours per week. The job will start ASAP and ideally in May 2016. The candidate will be expected to work 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.**

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