

# HULLETT PROVINCIAL WILDLIFE AREA



## FRIENDS OF HULLETT

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Website: [www.hullettmarsh.com](http://www.hullettmarsh.com)

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 (FOH)** are currently accepting resumes for an **Event Coordinator**. The successful candidate **must be Canadian resident between 15 and 30 years of age**. They will assist with the management of the Hullett Provincial Wildlife Area and various projects of FOH. **This position is funded under the federal Canada Summer Jobs program. Current provincial COVID safety guidelines must be followed by employee and FOH staff and volunteers.**

### Duties include:

- **Ability to perform most work from home if needed**
- Plan and develop our annual **"User Guide"** with articles and advertisements
- Interacting with partner organizations and the general public
- Turtle nest protector monitoring and placement
- **Leading educational outdoor events**
- Educate the public and volunteer groups about the many varied wildlife habitats within our property via social media and web site updates
- Event planning and implementation using COVID safety protocols
- 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 and ATV/UTV experience**
- Ability to conduct field events in various bug infested terrains and inclement weather
- CPR and First Aid Certification an asset
- Pleasure Craft Operators Card an asset/ Hunter's Safety Certificate and PAL an asset

**This is an 8-week contract position.** The successful candidate will earn **\$15.00 per hour and work 35 hours per week**. The job start date is flexible between June 7 and June 28 2021. The candidate will be expected to work some weekends and must provide safety boots if needed. 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](mailto:fohoffice@tcc.on.ca)**

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