



## Haliburton Forest & Wild Life Reserve Ltd.

1095 Redkenn Road  
Haliburton, ON  
K0M 1S0

### Position Status:

Full-time, Contract

**Starting Date:** Spring 2024

## Company Overview

Haliburton Forest is an outdoor lover's paradise and a wood lover's dream. It is a research facility and an education centre. It is a property where members of our community make their livelihood, and thousands of visitors make their day. It is a major force in the hardwood lumber industry, with three operating sawmills. It is 100,000 acres, 100 lakes, and millions of trees, and it is home to countless creatures.

Above all, and always, Haliburton Forest is a sustainably managed forest.

In summary, Haliburton Forest is one company with two divisions and over 20 businesses. We provide year-round employment to 150 people and work closely on a regular basis with 50 independent contractors. We have a skilled management team, devoted staff, and a hands-on-get-it-done attitude. Our business strategy is to be environmentally sustainable, socially responsible, and economically viable in everything that we do, in order that Haliburton Forest may prosper over the very long term.

# WOLF CENTRE FACILITATOR

## Nature & Scope

Haliburton Forest & Wild Life Reserve Ltd is looking for personable and passionate individuals to join the Wolf Centre team on contract for the upcoming summer season. Wolf Centre Facilitators are responsible for daily operations including, but not limited to, providing accurate and educated interpretation for guests, handling guest arrivals, retail sales, cleaning, maintenance, and retrieval of roadkill. A positive attitude, strong communication and customer service skills, initiative, and passion for wildlife education are all important qualities for this position. This position will report directly to the Experiences Manager, and will not require the supervision of staff.

## Benefits & Perks

We offer an array of benefits and perks to recognize loyalty, longevity, and passion for the work we do:

- Complimentary access to Haliburton Forest & Wild Life Reserve's 100,000 acre property
- Complimentary use of recreational activities and program equipment
- Opportunities for career advancement, including full-time permanent employment
- The opportunity to work with an exceptional group of people
- Compensation will be determined based on the experience of the candidate
- Shared staff housing may be offered to candidates without local accommodations

## Responsibilities

- Demonstrate strong support to the shared values of Haliburton Forest: safe, collaborative, professional, productive, and proud
- Follow legislation and standards of: Workplace Violence and Harassment policies, AODA, Occupational Health and Safety Act
- Exceptional customer service including admissions, retail, phones and front counter
- Wolf ecology, nature interpretation, and education
- Daily cleaning and small maintenance
- Special events, such as public wolf howls
- Assisting with Base Camp duties (campsite cleaning, main office, etc.)
- Other duties as assigned



# WOLF CENTRE FACILITATOR

## Apply Now:

To apply for this position, please direct your cover letter and resume to our Human Resources Department: [hr@haliburtonforest.com](mailto:hr@haliburtonforest.com)  
**Attn:** Marena Wigmore  
Experiences Manager

We thank all applicants, however, only those considered for an interview will be contacted.

## Accessibility:

Haliburton Forest & Wild Life Reserve Ltd is committed to creating an inclusive environment that accommodates all individuals, including those with disabilities. We support the goals of the Accessibility for Ontarians with Disabilities Act (AODA) and have established policies, procedures and practices which adhere to the accessibility standards set out in the AODA. Should you require any accommodation throughout the recruitment process please do not hesitate to contact our Human Resources Department.

Haliburton Forest & Wild Life Reserve Ltd is an equal opportunity employer.

## Qualifications

- Work experience related to the primary duties of this position
- Work experience in customer service or nature interpretation
- Two or more years of study in a related field such as Wildlife Biology, Fish and Wildlife, Ecology or similar fields (*asset*)
- Completed University or College program/s in education, tourism, hospitality, fish and wildlife, or a related field (*asset*)
- Familiarity with Haliburton Forest as a whole and/or the Wolf Centre specifically (*asset*)
- Ability to speak and understand a second language such as German, French, ASL, etc. (*asset*)
- Current first aid & CPR certificates (*asset*)
- Local accommodations (*asset*)

## Must Be:

- Self-driven
- Outgoing with a positive attitude
- Comfortable presenting in front of groups as well as one on one
- Previous employment experience
- Valid G2 or higher (or equivalent) driver's license

## Schedule

A typical schedule will be:

- 5 days per week
- 8-hour days, 40 hours per week
- Operating hours between 8am and 5pm daily

This position may require you to work overnight, weekends, and hours outside of the typical 8am-5pm.

## Contract Dates:

1 Contract for May 13 - October 20

1 Contract for June 17 - September 9

\*Flexible start/end dates.

