



**Organization:** Ontario Turtle Conservation Centre (OTCC), Peterborough, Ontario

**Position:** Hotline Coordinator

**Application Due Date:** 1 March 2021

**Start Date:** 1 May 2021 (subject to change)

**Compensation:** Subject to funding availability

### **Job Description**

This position will primarily involve communicating with members of the public through coordinating transportation for injured turtles from their point of origin to the OTCC, and for transportation of healthy turtles back to their home wetlands throughout Ontario. The position will involve balancing multiple priorities and tasks. The Summer Students must be able to work and take initiative in a fast-paced environment while maintaining a positive attitude. The Summer Students will also aid record keeping and in all aspects of turtle husbandry at the OTCC, including turtle feedings, tank cleanings, as needed. This role is directly related to the conservation of Ontario's native turtle species.

### **Qualifications:**

- **Applicants should outline their eligibility for funding through Canada Summer Jobs as it lines up with the following requirements:**
  - Be between the ages of 15 and 30 on the start date of the position.
  - Be a Canadian citizen, permanent resident, or must have refugee status.
  - Have a valid SIN number and be legally entitled to work in Canada.
- Ability to communicate with the public, OTCC volunteers, and other wildlife care professionals in an polite and efficient manner.
- Ability to complete tasks independently, and also to work and communicate as part of a team while maintaining a positive attitude.
- Able to follow strict protocols, collect necessary information, and keep organized records.
- Strong interest in conservation biology and Ontario wildlife.
- Ability to perform physical tasks, such as lifting tanks of water, building and moving shelves, and general facility maintenance tasks as required.
- Willingness to comply with health and safety regulations and animal care protocols.
- Valid First Aid training, or the willingness to obtain training prior to the start date an asset.

**Please email your application (cover letter and resume in *one* PDF file) to [volunteer@ontarioturtle.ca](mailto:volunteer@ontarioturtle.ca) with "OTCC Hotline Coordinator Student Application 2021" in the subject line of the email.**

*We thank all applicants; however, only those selected for an interview will be contacted.*