

Job Title: Hannin Creek Camp Coordinator (2 Positions)

Location: Hannin Creek Education & Applied Research Centre, Candle Lake, Saskatchewan

Employment Type: Seasonal position; 8 weeks

Salary: \$20/hour; 35 hours per week

Job Purpose and Organization Description:

The Saskatchewan Wildlife Federation (SWF) is a non-profit, non-government, charitable organization of over 30,000 members in 121 branches across Saskatchewan representing every walk of life. Per capita, the SWF is the largest wildlife conservation organization of its kind in the world. Established in 1929, the SWF has become an acknowledged leader in the conservation field.

The Hannin Creek Camp Coordinator will support the day-to-day operations, education programming, and environmental stewardship activities at the Hannin Creek Education & Applied Research Centre, and the SWF's Central Office in Moose Jaw. Working under the direction of SWF staff and onsite supervisors, this position contributes to maintaining a safe, functional, and engaging environment for youth camps, educational groups, and research activities in the beautiful Boreal Forest.

Primary Duties and Responsibilities of the Position:

A large portion of time will be spent supporting facility operations and grounds maintenance across the Hannin Creek camp site. Tasks include cleaning cabins, washrooms, classrooms, and common areas, as well as assisting with general upkeep such as mowing, trail clearing, dock care, painting, and minor repairs. Staff will also help maintain safe and accessible outdoor spaces by removing debris and reporting hazards.

Program delivery support is a key component of this role. Duties include preparing materials for outdoor education programs, setting up and taking down activity stations, and assisting instructors during activities such as canoeing, orienteering, nature walks, outdoor skills, and fisheries programming. Staff will engage with participants in a positive and welcoming manner to support meaningful learning experiences.

The position will also assist with fisheries, habitat, and environmental stewardship activities. Tasks may include supporting shoreline and lake monitoring, maintaining field equipment, and participating in habitat improvement work such as trail brushing or vegetation management. Opportunities to assist with basic data collection and documentation may also be provided.

Additional responsibilities include supporting administrative and operational needs such as organizing supplies, maintaining inventory, preparing signage, and assisting with daily checklists. Staff will contribute to maintaining an organized and efficient workspace across the camp and SWF Central Office.

Health and safety are a priority in all aspects of this role. Staff are expected to follow all SWF safety protocols, including proper use of personal protective equipment (PPE), adherence to WHMIS guidelines, and reporting of hazards or incidents.

Qualifications:

- Valid Class 5 driver's license, in good standing
- Ability to work outdoors in a variety of weather conditions
- Strong teamwork and communication skills
- Willingness to learn and participate in a variety of tasks
- Interest in environmental education, conservation, or outdoor recreation is considered an asset
- Previous experience in camps, outdoor work, or maintenance is an asset

To Apply: Email your resume and cover letter to cdevins@swf.sk.ca with the subject line *Camp Coordinator 2026 Application*.

The deadline for applying is **May 24, 2026**. We thank all those who apply, but only those selected for an interview will be contacted.