

JOIN OUR TEAM

Seeking Research Station Operations Intern

April 2026 – April 2027, with the
possibility of extension to October 2027



Position: Research Station Operations Intern

Location: Algonquin Wildlife Research Station, within Algonquin Provincial Park

Contract: One year (approximately April 1, 2026—March 31, 2027), with the possibility of extension to October 2027

Salary: \$22.50 per hour, accommodation and meals provided while on-site

Deadline for application: February 28, 2026

Always dreamed of waking up in a lakeside cabin to the majestic call of a loon, or going to bed to the sound of wolves howling in the distance? Here is your opportunity to do so! The historic Algonquin Wildlife Research Station (AWRS), located within Algonquin Provincial Park, is hiring a Research Station Operations Intern. The term of employment will be for one year (approximately April 1, 2026–March 31, 2027), with the possibility of extension to October 2027. Meals and accommodations (rustic, shared lakeside cabin) will be provided during the on-season at the Algonquin Wildlife Research Station (April–October, with possibility to extend into December).

About the Algonquin Wildlife Research Station:

The AWRS is a registered Canadian charity that supports wildlife research and conservation, student training in the environmental and natural sciences, and outdoor education. Although the Station is located within Algonquin Provincial Park, we operate independently. The Station comprises multiple buildings that provide rustic living and working spaces, and is located on a lake with nearby access to public and research-access trails. More information can be found on our website.

The Role:

We are seeking a candidate with a unique combination of interests and skills. During our on-season (April–October) the candidate would primarily have responsibilities in hospitality and facilities maintenance, ensuring that the Station facilities are maintained and that groups staying at the Station are well-accommodated. Accommodations for the candidate are provided on-site during the on-season. The successful candidate should savour life in a rustic forest setting and a communal living space.

In the off-season (November–March), the candidate will assist the Station Manager and Communications Manager with various projects to be determined based on the candidate's interest and skillset. We have a particular interest in a candidate with administrative and/or web development skillsets.

This internship provides the opportunity to develop a diverse set of transferable skills. The successful candidate will embrace new experiences, learning opportunities, and variety in daily tasks. This is a once in a lifetime opportunity to live and work at a well-known research station in a renowned provincial park. Spare time can be spent volunteering with researchers, exploring the expansive Wildlife Research Area, or enjoying the multitude of park trails and canoe routes. Canoes and hiking trails are also available on the research station property.

Essential responsibilities include, but are not limited to:

Host user groups at the Station:

- Communicate with the Station Manager to keep track of when user groups are arriving and departing
- Provide exceptional hospitality and logistical support to researchers, field courses, workshops, and other groups staying at the AWRS
- Welcome and orient user groups on arrival
- Build rapport with groups staying at the Station and ensure accommodations and workspaces are clean and functional
- Understand and implement health and safety and Code of Conduct practices
- Ensure meals are served on-time by supporting cook staff, if needed (this includes a willingness to complete the Safe Food Handling certification at beginning of employment)
- Be available as an emergency contact when on-site

Maintain AWRS facilities and assist the Station Manager:

- Clean washroom facilities, cabins, and common spaces on a regular basis
- Transport garbage and recycling to removal depots
- Assist the Station Manager in maintaining buildings, research areas, and equipment (e.g. repairs, renovations, plumbing, construction, painting, cleaning, brush removal, trails and road maintenance, etc.)
- Assist the Station Manager in conducting regular inspections to ensure both federal and provincial compliance to research standards, and other regulations
- Oversee seasonal staff and researchers while Station Manager is off-site

Additional responsibilities based on candidate's skillset could include, but are not limited to:

Note: We do not expect a candidate to suit all these projects, but we are looking for someone with interest and skillsets applicable to some of the projects listed here. The successful applicant will highlight in their cover letter which of these proposed projects they believe will be a good fit for their skills.

- Research and/or develop a digital guest booking system to meet the Station's unique booking needs and increase the efficiency of Station booking processes
- Assist the Station Manager with email communications and general administration
- Work with the Communications Manager to create an online, searchable database of peer-reviewed papers and student theses related to research conducted at the Station

- Assist the Station Manager to conduct and report on the Station's long-term snake monitoring study
- Assist with researching, planning, and writing funding applications
- Assist with editing training videos and creating a hub for training resources

Qualities of a successful candidate:

- This position is funded in-part through support from the Northern Ontario Heritage Fund Corporation (NOHFC). Candidates for NOHFC funding and this position must meet the following criteria:
 - Be at least 18 years of age
 - Legally eligible to work in Canada
 - Have not filled an NOHFC-funded position previously
 - Be a new entrant into the work force, transitioning to a new career, or unemployed or underemployed
 - Willing to reside in Northern Ontario for duration of employment
- Drivers' license and an ability or willingness to learn to drive a manual transmission vehicle
- Willingness to embrace a broad range of tasks from cleaning washroom facilities to administration to interacting with Station guests, with an openness for learning and a strong work ethic
- Ability to work collaboratively on a team, as well as demonstrate independent initiative and problem-solving skills
- Exceptional interpersonal and customer service skills
- Willingness to live and work in a rustic, outdoor environment in various environmental conditions
- Ability to lift loads weighing up to 50 lbs

The following qualifications would be considered strong assets:

- Beginner to intermediate knowledge of web-development/program development to create a digital guest booking system and/or online database
- Previous experience in an administrative role
- Previous experience in a customer service or hospitality role
- Basic knowledge of maintenance, renovations, or construction
- Chainsaw operator's certification

How to apply:

Please send a cover letter and resume with contact info for two references to Drayke Evans, Station Manager, at algonquinwildliferesearch@gmail.com with the subject line: "Application: Research Station Operations Intern."

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here: <https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>.



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