



AOPFN EMPLOYMENT OPPORTUNITY

Harvest Monitor

Department: Natural Resources

Supervisor: Manager - Natural Resources

\$24.53 hourly plus travel - Part-Time

Seasonal - October 2026 to November 27, 2026

Deadline to Apply: Friday, October 02, 2026, 4:00 p.m.

DUTIES AND RESPONSIBILITIES:

- Maintain a monitoring station at a designated area as per the schedule of work
- During the scheduled hours and paid times that the monitors are on duty, they will ensure that they are the only person in the vehicle unless it is for an emergency
- Prepares the equipment and ensures all equipment is in good working order
- Performs daily check-ins with base monitor when you leave Pikwakanagan, when arriving at the station, and arriving back in Pikwakanagan to ensures the safety.
- Collect and record as much information as possible from person(s) entering or exiting Algonquin Park. Record the name of the person(s) in the vehicle with their ID or status number and the community that they are from. Collect information about where they are hunting (mile marker) and any other information that you can i.e. vehicle model, color, license plate numbers from vehicle, ATV's and trailers etc.
- Report any successful harvest to base monitor
- Provide information when asked about the Code of Conduct and AOPFN Harvest Plan.
- Collect and compile records of harvest data and communicate all activities daily and regularly.
- Complete and submit weekly reports of activities to the Harvest Department.
- Maintain a high level of confidentiality and follow the Code of Ethics.
- Perform other duties as may be required.

For full Job Description please email hr@pikwakanagan.ca

REQUIREMENTS:

- Registered member of the Algonquins of Pikwakanagan First Nation
- A valid G2/ G driver's license and consistent access to a reliable vehicle, as travel is expected
- Ability to travel in remote locations with limited cellphone coverage in all weather conditions
- Standard First Aid with CPR/AED as asset
- The ability to work a flexible schedule (Evenings & weekends)

How to Apply

- Cover Letter
- Current Resume
- Three (3) professional/work-related references that include name, phone number and email address.

Submit to:

Human Resources Department
Algonquins of Pikwakanagan First Nation
1657A Mishomis Inamo, Pikwakanagan, Ontario, KOJ 1X0

hr@pikwakanagan.ca

Subject Line: Harvest Monitor

Please allow for 24 hours to receive a 'Confirmed Receipt' of your application submission should you apply via email.

Application Procedure: Interested persons must submit a resume demonstrating that they meet the requirements outlined and the names and day contact telephone numbers of three (3) professional references.

Screening Procedure: Applicant must not be a member of the supervisor's immediate family. The best qualified candidate will be defined and determined so as to include the following: Provided the candidate meets the basic requirements of the position and is deemed qualified following the interview process, preference will be given to:

- a) the qualified indigenous person who is an Algonquin; then to,
- b) the qualified indigenous person; then to,
- c) the qualified non-indigenous candidate.

Interviews: Interviews will be conducted in-person or virtually by Teams Meeting. AOPFN has the right to shortlist for interview/assessment purposes of the five (5) most qualified persons and typically establishes an eligibility list.

What Algonquins of Pikwakanagan First Nation Offers

Employee Benefits:

- Pension Plan
- Paid Sick Days
- 4% Vacation
- Holiday Shutdown
- 14 Provincial and Federal Statutory Holidays
- Half days on Fridays prior to holiday Mondays
- Health Spending Account (Dental, Vision, Prescriptions, etc.)
- Milestone Recognitions & Rewards

We are committed to achieving employment equity and developing a highly capable workforce that is representative of Canadian Society. We therefore encourage women, Indigenous peoples, persons with disabilities, and members of visible minority groups to apply and declare themselves as part of one or more of the above mentioned Employment Equity Designated Groups.

AOPFN is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise the recruitment representative in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.