



Job Title: Children's Summer Camp Director

Start Date: June 22, 2026

End Date: August 28, 2026

Duration: 10 weeks

Salary: \$24.51/hour to \$26.32/hour, (plus 8% vacation pay)

Hours: Full-time, 37.5 hours weekly

Job Location: Orwell Corner Historic Village

Job Requirements: Canadian Citizenship

Closing Date: May 13, 2026

How to Apply: email to kevindmaclean@gov.pe.ca

Qualifications:

- Experience working with children and youth in a camp, recreational setting or classroom
- Strong leadership, organizational, and communication skills
- Ability to work independently and as part of a team
- First Aid and CPR certification

The Children's Summer Camp Director will be responsible for the overall planning, implementation, and execution of the summer camp program. This includes overseeing and managing programs for children (ages 6-10), ensuring quality, safety, and smooth operation, and supervising summer camp leaders.

Key Responsibilities

Program Planning and Development:

- Develop and implement engaging and age-appropriate camp programs and activities
- Create and maintain a safe and stimulating environment for children
- Plan daily schedules and activities
- Ensure programs align with camp goals and objectives
- Determine space and material requirements for the program
- Coordinating and planning with other staff to ensure camp programming is cohesive with other Site programs

Staff Supervision and Training:

- Train and supervise summer camp leaders
- Mentor and support summer camp leaders
- Ensure summer camp leaders are following safety protocols and procedures

Camper Care and Safety:

- Prioritize the safety and well-being of campers
- Address camper needs and concerns
- Maintain accurate records of camper attendance, medical information, and incidents

Communication and Collaboration

- Serve as a point of contact for parents, campers, and staff
- Communicate effectively with parents, campers, and summer camp leaders, as well as other Site staff
- Promote the summer camp and its activities to the community

Assets

- Teachers and students in a childcare related program are preferred

Additional Statements:

- *We thank all applicants. Only those selected for an interview will be contacted*
- *The PEI Museum and Heritage Foundation is stronger and most effective when we reflect the diversity of the Island population we serve. We are dedicated to building and promoting a diverse, equitable and inclusive workforce, representative of our Island community.*