



Bilingual PD Day Camp Coordinator and Facilitator

Date: November 2026

Duration: This is 15-hour contract

Salary: \$30 per hour (\$27.78 per hour plus 4% vacation and 4% Stat holiday pay)

Job Location: Acadian Museum of Prince Edward Island, Miscouche

Please note: Employment with the PEI Museum & Heritage Foundation is conditional upon the successful completion of a Criminal Record Check.

Closing Date: September 25, 2026, at 4:00 p.m.

How to Apply: Email a resume and cover letter to rjmacneil@gov.pe.ca

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.*

Position Objective

The PEI Museum and Heritage Foundation (PEIMHF) is seeking a PD Day Camp Coordinator to develop and deliver Professional Development (PD) Day programming at the Acadian Museum of Prince Edward Island for a to-be-determined date in November 2026. The contract includes 7.5 hours of program delivery, with the remaining hours allocated to program planning and completion of a program assessment at the end of the contract.

Related Tasks

- Develop general camp programs and activities that are transferrable between different PEIMHF sites and collaborate with PEIMHF staff to develop site-specific activities.

- Plan the program schedule to ensure active engagement from participants.
- Coordinate program schedule to align with staff availability throughout the day.
- Lead program delivery and activities for each PD Day camp.
- Maintain a clean and safe environment at sites before, during and after camps.
- Ensure safety and security of camp participants.
- Address any concerns or questions from participants and caregivers.
- Assess program strengths and weaknesses and collaborate with PEIMHF staff to create improvements.

Qualifications

- Must be fluent in spoken and written French.
- Must have a background in education or childcare.
- Must have a background in program development and delivery
- Must have experience working with children.
- Must have strong interpersonal skills and be able to communicate effectively.
- Must be able to provide a satisfactory vulnerable sector check
- Must be able to work with minimal supervision but also be able to work in a collaborative team-based environment.
- Must have a valid driver's license and/or access to reliable transportation
- Must have valid First Aid/CPR training.

Assets

- Previous museum-based program experience would also be considered an asset.