



Day Camp Coordinator and Facilitator

Dates: November 2026

Duration: This is a 22.5-hour contract

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

Job Location: Beaconsfield Historic House, Charlottetown; and Eptek Art and Culture Centre, Summerside

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 Beaconsfield Historic House and at Eptek Art and Culture Centre. The contract includes 15 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 transferable 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 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.
- Bilingualism would be considered an asset.