Dear Prospective Teacher,

Thank you for your interest in the Houston Museum of Natural Science summer camp program. Successful applicants will teach in the Museum’s Summer Camp program and/or the Summer Scout program engaging children through hands-on learning activities, working with student volunteers and paid teaching assistants to organize classroom materials and projects, and maintaining a safe and fun environment for our campers. Summer Camp and Summer Scout teachers are paid $17.00 per hour. Please note that available positions are limited.

Teacher applicants should have an interest in science, natural history and related fields. Additionally, they should communicate well with children, teenagers and adults, demonstrate initiative, and have a positive attitude.

To apply for the teaching position, please complete all enclosed forms. In addition, we ask for you to include a current résumé and two letters of recommendation from supervisors who have worked with you before. These letters of recommendation must not be from an HMNS employee or from a relative. Use the checklist on the following page to ensure you have completed all steps of the application process.

Applications will be accepted from this point until June 30, 2021. After all materials are received, you may be asked via email to interview by telephone or over Zoom. You will be notified the week of whether or not you have been accepted as a teacher. Please note that if you are invited to work at the Museum, you must attend one training and orientation session. This mandatory teacher orientation will be at the Hermann Park location of the museum. Please note that training format is subject to change.

If you have any questions or need any assistance with the information in this packet please contact summercamp@hmns.org. No phone calls please.

Sincerely,

Scott Stevenson
Director of Summer Camps at HMNS
Houston Museum of Natural Science
5555 Hermann Park Drive
Houston, TX 77030
2021 Teacher Application Checklist

This checklist will help ensure you have done everything necessary to apply for a teaching position at the Houston Museum of Natural Science.

☐ **Please keep this page and the cover letter for your reference.** Read the preceding letter thoroughly before you begin your paperwork. You are responsible for all the information it contains.

☐ **Print and complete all following forms:**
  - Teacher Contact Information
  - Teacher Availability Form
  - Teacher Interest Survey

☐ **Get two letters of recommendation** from supervisors who have worked with you before. This letter may not be from an HMNS employee. These letters should be sealed and signed by the recommender and included in your complete application packet or received separately by June 30, 2021.

Include your current résumé and proof of certification (available online at https://secure.sbec.state.tx.us/SBECONLINE/virtcert.asp)

☐ **Return all completed forms listed above to the HMNS Education Department:**

  Electronic delivery:
  *In this case letters of recommendation may arrive separately via mail or delivery.*
  Applications may be completed, scanned, and saved in PDF format with your name in the file title. PDF applications may be emailed to summercamp@hmns.org, the subject of the email should be “Teacher Application: your name” When your file is received you will receive a confirmation email. If you have not received a confirmation email within three days please email to confirm receipt.

  **NO PHONE CALLS PLEASE.**

  Mail:
  Summer Camp—Education Department
  Houston Museum of Natural Science
  5555 Hermann Park Drive
  Houston, TX 77030

  **Delivery to HMNS:**
  Complete application packets may be delivered to the HMNS Museum Services desk at 5555 Hermann Park Drive. Applications should be clearly marked Attn: Summer Camp

ALL MATERIALS MUST BE RECEIVED BY JUNE 30, 2021

Please contact us with any questions at summercamp@hmns.org

Keep this page and the preceding letter for your reference.
If accepted into the program, attendance at an orientation session is mandatory.
2021 Teacher Contact Information

**Personal Information**

Full Name: ____________________________________________

Last First Middle Initial

Nickname / I prefer to be called: __________________________

Home Phone: __________________ Mobile Phone: ______________

Email Address: __________________________________________

Permanent Address:

Street Address Apt. #

City State Zip Code

Current School: __________________________________________

Certifications: ____________________________________________

Languages spoken other than English (please indicate proficiency): __________________________

**Emergency Contact Information**

Please list two individuals who may be contacted in the event of an emergency.

Name: __________________________ Relationship to you: ______________________

Daytime Phone: __________________________ Evening Phone: ______________________

Mobile Phone: __________________________

Name: __________________________ Relationship to you: ______________________

Daytime Phone: __________________________ Evening Phone: ______________________

Mobile Phone: __________________________
Please note: This form is not a guarantee of employment, or of a particular schedule. Do not commit to any weeks you would not be able to honor completely. You must be able to work full work days (no dentist appointments, etc.) on all days of all weeks you select below! Teachers work Monday 8:30am-3:30pm and Tuesday – Friday, 9:00 am – 3:30 pm, unless otherwise specified. **I am available to work the following weeks** (please check all that apply—priority given to applicants who are available many weeks and for weeks indicated by ***)

<table>
<thead>
<tr>
<th>Week Number and Dates:</th>
<th>Main HMNS Location</th>
<th>HMNS at Sugar Land Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Summer Camps</td>
<td>Scout Classes</td>
</tr>
<tr>
<td>Week One*: May 31-June 4</td>
<td>No Summer Camps</td>
<td>No Scout Classes</td>
</tr>
<tr>
<td>Week Two: June 7-11</td>
<td>No Scout Classes</td>
<td>No Summer Camps</td>
</tr>
<tr>
<td>Week Three: June 14-18</td>
<td>No Summer Camps</td>
<td>No Scout Classes</td>
</tr>
<tr>
<td>Week Four: June 21-25</td>
<td>No Scout Classes</td>
<td>No Summer Camps</td>
</tr>
<tr>
<td>Week Five: June 28 - July 2</td>
<td>No Scout Classes</td>
<td>No Summer Camps</td>
</tr>
<tr>
<td>Week Six*: July 6-9</td>
<td>No Scout Classes</td>
<td>No Scout Classes</td>
</tr>
<tr>
<td>(4-day week)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week Seven: July 12-16</td>
<td>No Scout Classes</td>
<td>No Scout Classes</td>
</tr>
<tr>
<td>Week Eight: July 19-23</td>
<td>No Scout Classes</td>
<td>No Summer Camps</td>
</tr>
<tr>
<td>Week Nine: July 26-30</td>
<td>No Summer Camps</td>
<td>No Scout Classes</td>
</tr>
<tr>
<td>Week Ten*: August 2-6</td>
<td>No Scout Classes</td>
<td>No Scout Classes</td>
</tr>
<tr>
<td>Week Eleven*: August 9-13</td>
<td>No Scout Classes</td>
<td>No Summer Camps</td>
</tr>
</tbody>
</table>

Applicant Name: ____________________________
Responses may help match teachers to appropriate classes. THIS IS ONLY A SURVEY; please be aware that you may have to work in a classroom that doesn’t match your interests or preferred age level.

1. With which age group(s) do you feel you work most effectively? (please circle all that apply)

- Not sure/don’t care
- 6-7 years old
- 8-9 years old
- 10-12 years old
- 13 years old - above

2. Which of the following topics interest you (please circle all that apply)?

- Anthropology/Archeology
  - Ancient Egypt
  - Medieval Culture
  - DaVinci / Renaissance Period
  - Archeology

- Earth Science / Geology
  - Paleontology / Dinosaurs
  - Natural Disasters / Earth Science

- Fine Arts
  - Art/Crafts
  - Jewelry / Gold
  - Photography
  - Movie Making
  - Animation

- Physics / Engineering
  - Architecture
  - Buildings / Construction
  - Cars / Crash Science
  - Rockets / Planes
  - Astronomy / Space Exploration
  - Invention / Design
  - Technology / Robots
  - Web Design / Computer Software
  - Nuclear Science / Electricity

- Life Science
  - Ecology / Environmental Science
  - Wilderness Survival
  - Entomology / Insects
  - Animals / Pets
  - Anatomy / Human Body
  - Dissection

- General / Other
  - Chemistry
  - Georgraphy
  - Food Science
  - Product Testing (e.g. Consumer Reports)
  - Science Magic
  - Games / Strategy
  - Puzzles
  - Museum Operations
  - Citizenship / Government
  - Crime / Law
  - Medicine / Public Health
  - Reading / Literature

- Themed Science
  - CSI / Spy Science
  - Harry Potter Science
  - Star Wars Science
  - Super Hero Science
  - Camp Jupiter/Half Blood

3. Do you have any other special interests/talents/knowledge that could be useful in the classroom (please specify)?

4. Would you like to work in Before or After Camp this year?

- Yes
- Maybe
- No

5. Have you had any first aid or CPR training? If yes, to what level or certification?

6. Do you have a certification or experience working with children with disabilities? If so, please describe your certification and/or experience.

6. On the back of this page or on a separate sheet, please answer the following (a few sentences are sufficient):

A) What are your strengths as a teacher, and what do you hope to gain by working with the HMNS Summer Programs?

B) Describe a memorable teaching experience.