

Position: Health Coordinator, Summer Camp, Education Department

Status: Part Time*, Hourly, Non-exempt, \$12.50 per hour, Seasonal: May 28-August 9, 2024

HMNS has earned the reputation as one of Houston's top summer enrichment experiences. A robust program covering a wide range of science and social studies topics that are geared for children ages six to twelve. Summer Camp 2024 is scheduled May 28 to August 9 at the main campus in Hermann Park, and from May 28 to August 9 at our Sugar Land location. Virtual camps are also offered. The complete catalog is available [here](#) online.

The Summer Camp Health Coordinator contributes to the success of the Summer Camp program as a critical member of the Summer Camp team.

The Summer Camp Health Coordinator must be organized, detail-oriented, reliable and ready to ask questions. This individual must be able to meet required deadlines and maintain an up-to-date database of camper health records throughout the Summer Camp program. The intern will be supervised and mentored by the Summer Camp Director and work directly with the Summer Camp Registrar in the Education Office.

This internship provides experience in non-profit program management in a museum environment. The goal of the Houston Museum of Natural Science is to provide the intern with a challenging project that develops professional skills while working with museum patrons, campers and staff.

*This is a part-time position: 35 hours per week; Mondays 7:30 a.m.-5:30 p.m., Tuesdays-Fridays 9:00 a.m.-5:30 p.m.

Essential Job Duties and Responsibilities:

- Meet once a week with supervisor to discuss challenges and progress of projects
- Support the Summer Camp team- this includes active participation in staff meeting
- Track health records and follow-up regarding missing records or information
- Identify any camper special needs, allergies and medical issues
- Manage medication check-in procedure and ensure camper access to appropriate medications
- Manage reporting of health information relevant to summer camp
- Assist the Director of Summer Camp at HMNS with minor medical issues of campers
- Manage carpool registration information, run reports for carpool, update carpool authorizations and other information as necessary
- Other duties as assigned

Knowledge, Skills and Abilities:

- Interest in working in a museum or educational environment
- Interest in customer service and interaction with Museum patrons
- Comfortable working with children ages 6-12 years old
- Must be organized, detail-oriented, reliable and ready to ask questions
- Working knowledge of Microsoft Office software
- Experience with Microsoft Excel and creating spreadsheets for data tracking

Requirements:

- Must be a full-time undergraduate student as of spring 2024
- Able to lift up to 40 pounds
- Able to arrive to work on time
- Access to reliable transportation
- Must comply with the museum's Health & Safety Protocols outlined in training

Perks of Working at HMNS Include:

- Free access to museum exhibits, Butterfly Center, Burke Baker Planetarium, Giant Screen Theater and satellite facilities
- Discounted programming including museum summer camp
- Free staff parking
- Staff discount in the Museum Store

Application Instructions:

- Submit resume and letter of interest to jobs@hmns.org no later than March 22, 2024
- Incomplete or late applications will not be considered

No phone calls, please.

HMNS does not respond to inquiries regarding application status.

The Houston Museum of Natural Science is an EEO Employer.