

Position: Assistant for Virtual Programs, Summer Camp, Education Department

Employment Status: Part Time*, Hourly, \$12.50 per hour, Seasonal Internship: May 20-August 9, 2024

Job Summary:

HMNS has earned the reputation of Houston's top summer enrichment experiences in the Houston area. A robust catalog covering a wide range of science topics are geared for children ages six to twelve. Summer Camp 2024 runs May 28 to August 9 at the main campus in Hermann Park and at our Sugar Land location. Virtual camps are offered June 3 to July 26. The complete catalog is available [here](#) online.

The Assistant for Virtual Summer Camp Programs is responsible for logistics of the museum's Summer Camp programs that are available to campers who do not travel to the museum, primarily the coordination of digital materials and gathering and mailing out physical supplies for campers. This internship provides the opportunity to learn about and get involved with other aspects of the Education Department's summer programming.

The responsibilities of this role require you to be at the museum's main campus in Hermann Park. **This is not a virtual position.**

This position reports to the Virtual Program Coordinator and Education Collection Logistics Manager.

*This is a part-time position: 25-30 hours per week (Monday-Friday 8 a.m.-2 p.m.), May 20-August 9, 2024.

Essential Job Duties and Responsibilities:

- Coordinate weekly distribution of digital materials and physical supplies for Virtual Camp and Virtual Scout classes
- Deliver supplies to Post Office and patrons as needed
- Correspond with registered patrons via email
- Assist in teaching and proctoring of virtual camps as needed
- Problem-solve as questions and issues arise
- Interact with museum patrons, camp parents and campers in a professional and accommodating demeanor
- Support the HMNS education team, including Education Collections staff and others as needed
- Other duties as assigned

Knowledge, Skills and Abilities:

- Organized and reliable
- Works well as part of a team in a fast-paced environment, and takes initiative when necessary
- An interest in youth education and nonprofits, particularly in a museum setting, is preferred. Those interested in organizational aspects of large, nonprofit program management are encouraged to apply.
- Experience in customer service is ideal as it is a key element of this position which interacts with campers ages 6-17, parents and museum patrons.
- Working knowledge of Microsoft Office, PC platforms and Zoom; experience with Excel is a plus

Requirements:

- Must be a full-time college student as of spring 2024 returning as a full-time student in fall 2024
- Able to lift items up to 40 pounds
- Must comply with the museum's health and safety protocols
- Eligibility Restrictions: Family members of current or former employees or board members of the Houston Museum of Natural Science are not eligible for this internship.

Perks of Working at HMNS Include:

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

Application Instructions:

Complete the following steps by **March 9, 2024**:

1. Complete [Online Application Form](#)
2. Submit resume to jobs@hmns.org

No phone calls, please.

HMNS does not respond to inquiries regarding application status.

The Houston Museum of Natural Science is an EEO Employer.

Houston Museum of Natural Science, 5555 Hermann Park Drive, Houston, Texas 77030