

**Position:** Resource Coordinator, 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 geared toward children ages six to twelve. Summer Camp 2024 runs May 28 to August 9 at both the main campus in Hermann Park and Sugar Land locations. Virtual camps are also offered. The complete catalog is available [here](#) online.

The Summer Camp Resource Coordinator helps to coordinate and organize the educational supplies used for Summer Camp classes, which serve over 500 children each week. This individual must be organized, detail-oriented, self-motivated, reliable and ready to ask questions. This internship provides the opportunity to learn about and get involved with other aspects of the Education Department's summer programming.

This position reports to the Education Collection Logistics Manager.

\*This is a part-time position: 25-30 hours per week (Monday-Friday, 7:45 a.m.-3:15 p.m.), May 20-August 9, 2024.

**Essential Job Duties and Responsibilities:**

- Coordinate the purchase, organization and distribution of materials for over 20 camp classes each week, including trips to local stores to purchase supplies
- Become familiar with the Education Collection procedures, materials and staff
- Prepare camp supplies, including printing, laminating and die-cutting
- Update and organize supply lists according to specific camp's curriculum
- Communicate and coordinate with teachers, teaching assistants and other museum staff regarding camp logistics
- Interact with camp parents and campers in a professional and accommodating demeanor
- Problem-solve as questions and issues arise
- 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
- This position interacts minimally with campers, parents and museum patrons.
- Working knowledge of Microsoft Office and PC platforms

**Requirements:**

- Must be a full-time college student as of spring 2024 returning as a full-time student in fall 2024
- Valid driver's license and access to an insured, reliable vehicle for use during work hours
- Able to provide a driving record upon request
- Able to lift large items up to 40 pounds
- Able to walk and stand for long periods of time
- 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 programming including museum 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](mailto: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**