

the Houston Museum of natural science

January 11, 2019

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 March 29, 2019. After all materials are received, you may be asked via email to interview at the Museum. You will be notified the week of April 15-19, 2019 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 on **May 13, 2019**. This mandatory teacher orientation will begin at 5:00pm in the Lower Level Classrooms at the Hermann Park location of the museum.

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,

Kat Havens
Director of Curriculum and Content
Houston Museum of Natural Science
5555 Hermann Park Drive
Houston, TX 77030

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2019 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 March 29, 2019.

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 Registrar

ALL MATERIALS MUST BE RECEIVED BY MARCH 29, 2019

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

**Keep this page and the preceding letter for your reference.
Put the May 13th orientation session on your calendar.
If accepted into the program, attendance is mandatory.**

Applicant Name: _____

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2019 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: _____

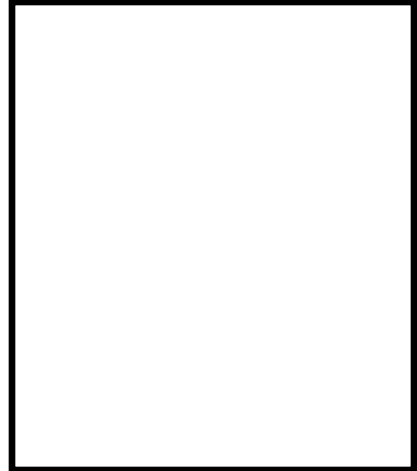
Daytime Phone: _____ Evening Phone: _____

Mobile Phone: _____

Name: _____ Relationship to you: _____

Daytime Phone: _____ Evening Phone: _____

Mobile Phone: _____



Applicant Name: _____

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2019 Teacher Availability Form

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 (scout camps slightly earlier).

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 “*”):

	Main HMNS Location 5555 Hermann Park Drive Houston, TX 77030		HMNS at Sugar Land Location 13016 University Blvd. Sugar Land, TX 77479	
	Summer Camps	Scout Classes	Summer Camps	Scout Classes
Week Number and Dates:				
Week One*: June 3-7	<input type="checkbox"/>	<i>No Scout classes</i>	<input type="checkbox"/>	<i>No Scout classes</i>
Week Two: June 10-14	<input type="checkbox"/>	<i>No Scout classes</i>	<i>No Summer camps</i>	<input type="checkbox"/>
Week Three: June 17-21	<i>No Summer camps</i>	<input type="checkbox"/>	<input type="checkbox"/>	<i>No Scout classes</i>
Week Four: June 24-28	<input type="checkbox"/>	<i>No Scout classes</i>	<input type="checkbox"/>	<i>No Scout classes</i>
Week Five*: July 1-3 (3-day week)	<input type="checkbox"/>	<i>No Scout classes</i>	<i>No Summer camps</i>	<input type="checkbox"/>
Week Six: July 8-12	<i>No Summer camps</i>	<input type="checkbox"/>	<input type="checkbox"/>	<i>No Scout classes</i>
Week Seven: July 15-19	<input type="checkbox"/>	<i>No Scout classes</i>	<input type="checkbox"/>	<i>No Scout classes</i>
Week Eight: July 22-26	<input type="checkbox"/>	<i>No Scout classes</i>	<i>No Summer camps</i>	<input type="checkbox"/>
Week Nine: July 29-August 2	<i>No Summer camps</i>	<input type="checkbox"/>	<input type="checkbox"/>	<i>No Scout classes</i>
Week Ten*: August 5-9	<input type="checkbox"/>	<i>No Scout classes</i>	<input type="checkbox"/>	<i>No Scout classes</i>
Week Eleven*: August 12-16	<input type="checkbox"/>	<i>No Scout classes</i>	<i>No Summer camps</i>	<input type="checkbox"/> <small>*Two one-day Scout Classes on August 12 and August 13</small>

Applicant Name: _____

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2019 Teacher Interest Survey

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
Food Science
Product Testing (e.g. Consumer Reports)
Science Magic
Games / Strategy
Puzzles
Museum Operations
Citizenship / Government
Crime / Law
Medicine/ Public Health
Radio

Themed Science

CSI / Spy Science
Harry Potter Science
Star Wars Science
Super Hero Science

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. 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.

Applicant Name: _____

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School-Year Substitution

The HMNS Youth Education Department facilitates hour-long to 5-hour long Labs and Saturday Scout Classes throughout the school-year covering ~175 topics. These Labs and Scout Classes are taught to a wide variety of field trip, homeschool, scout, and general patron groups with up to 20-25 students in a classroom at once. Curriculum is pre-written for each class, and supplies are provided in the classroom for substitutes. If you are interested in applying to be on our substitution list in the case that we need someone to teach a Lab or Class, please fill out the form below. If you are NOT interested, please leave this form blank or write "N/A" over the page.

1. What is the best email and phone number to reach you during the school-year?

2. 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

3. Please list any topics that you are particularly interested in/ comfortable teaching.

4. What availability do you have during the school-year? (I.e. Weekday mornings, or Tuesday afternoons, or Saturday and Sunday anytime, etc.)

5. Are there any topics or age groups that you would be uncomfortable teaching? Please list below.