

## **Houston Museum of Natural Science**

Summer 2019 Internship Opportunity – Summer Camp Assistant Coordinator

**Dates:** May 28 – August 16, 2019

**Salary:** \$9.50 per hour

**Hours:** 35 hours per week (Monday-Friday 7:45am-3:15pm)

**Supervisors:** Michelle Connor, Scout Program Manager, [mconnor@hmns.org](mailto:mconnor@hmns.org);  
and Jayme Schlimper, Curator of Education Collections, [jschlimper@hmn.org](mailto:jschlimper@hmn.org)

The Houston Museum of Natural Science is offering an internship as the Summer Camp Assistant Coordinator in the Youth Education Programs Department. The Summer Camp Assistant Coordinator will work with Youth Education staff to ensure the success of both Scouts and Summer Camp at HMNS. The intern will be supervised by both the Scout Program Manager and the Curator of Education Collections. The Summer Camp Assistant Coordinator is responsible for managing and organizing scout camper health forms, assisting the Scout Program Manager with various scouts-related tasks and projects during scout camp weeks, and assisting with Summer Camp during Summer Camp weeks. The Coordinator must be organized, detail-oriented, self-motivated, reliable, and ready to ask questions. Customer service is a key element to this position as the Assistant Coordinator will interact with campers ages 6-17, teachers, teaching assistants, museum staff, parents, and museum patrons.

As a museum employee, the intern will have access to the Houston Museum of Natural Science's exhibit halls as well as special exhibitions, Burke Baker Planetarium shows, Wortham Giant Screen Theatre films, the Cockrell Butterfly Center, distinguished lectures, and a staff discount in the museum's gift shop.

### **Responsibilities Include:**

- Organizing camper health forms which includes inputting data and managing the spreadsheet database
- Maintaining an organized system of supplies used for summer camp or scout classes and assisting in preparing camp classrooms each week
- Answering parent and museum patron questions about the Scouts@HMNS Program
- Accompanying camp or scout classes on field trips around the Houston area as necessary
- Supporting the Scout Program Manager and the rest of the Youth Education Programs team
- Assisting with various Summer Camp projects on weeks there are no scout classes as needed, including supply organization and distribution, working with teachers and teaching assistants to solve any problems that may arise, and helping with camp logistics and gathering necessary paperwork
- Traveling to Sugar Land some weeks to help coordinate scout classes and transfer supplies as needed

### **Qualifications:**

The ideal candidate is organized, reliable, works well as part of a team in a fast-paced environment, and takes initiative when necessary. An interest in youth education, particularly in a museum setting, is preferred. Those interested in organizational aspects of large, nonprofit program management are encouraged to apply. Experience with scouts, customer service, youth education, or nonprofits is ideal.

### **Job Requirements:**

- Must be a full time university student as of Spring 2019 returning as a full time student in Fall 2019.
- Working knowledge of Microsoft Office and PC platforms.
- Intern must have access to an insured, reliable vehicle for use during work hours and must provide a driving record.
- Intern must have at least a basic knowledge of Houston Museum District area.
- Intern must be comfortable lifting large items, approximately 40 lbs.

### **Eligibility Restrictions:**

Family members of current or former employees or board members of the Houston Museum of Natural Science are ineligible for this internship.

### **To Apply:**

Please send a letter of interest along with a current resume to Michelle Connor via email at [mconnor@hmns.org](mailto:mconnor@hmns.org), **no phone calls please**. Accepted applications will be asked to complete an additional application form and attend an onsite interview. All application materials are due by February 27, 2019 at 5pm. Incomplete applications will not be considered.