

# *the* Houston Museum of *natural science*

May 28, 2021

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 June 30, 2021.** After all materials are received, you may be asked via email to interview by telephone or over Zoom. You will be notified the week 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. This mandatory teacher orientation will be at the Hermann Park location of the museum. Please note that training format is subject to change.

If you have any questions or need any assistance with the information in this packet please contact [summercamp@hmns.org](mailto:summercamp@hmns.org). **No phone calls please.**

Sincerely,

Scott Stevenson  
Director of Summer Camps at HMNS  
Houston Museum of Natural Science  
5555 Hermann Park Drive  
Houston, TX 77030

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## **2021 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 June 30, 2021.

**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](mailto: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

**ALL MATERIALS MUST BE RECEIVED BY JUNE 30, 2021**

Please contact us with any questions at [summercamp@hmns.org](mailto:summercamp@hmns.org)

**Keep this page and the preceding letter for your reference.  
If accepted into the program, attendance at an orientation session is  
mandatory.**

Applicant Name: \_\_\_\_\_

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## **2021 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: \_\_\_\_\_

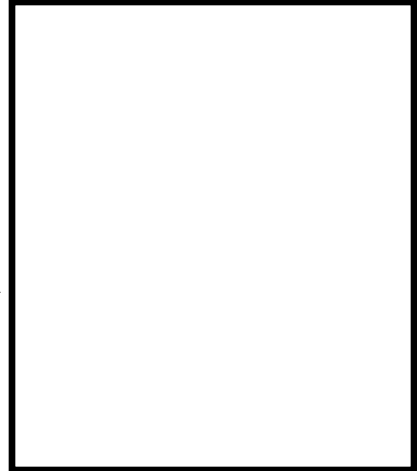
Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_



Applicant Name: \_\_\_\_\_

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## **2021 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. **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 ‘\*’):**

|   | <b>Main HMNS Location</b><br>5555 Hermann Park Drive<br>Houston, TX 77030 |                          | <b>HMNS at Sugar Land Location</b><br>13016 University Blvd.<br>Sugar Land, TX 77479 |                          |
|---|---|--------------------------|--|--------------------------|
|   | <b>Summer Camps</b>   | <b>Scout Classes</b>     | <b>Summer Camps</b>  | <b>Scout Classes</b>     |
| <b>Week Number and Dates:</b>           |   |                          |  |                          |
| <b>Week One*: May 31-June 4</b>         | <i>No Summer Camps</i>  | <i>No Scout Classes</i>  | <input type="checkbox"/>   | <i>No Scout Classes</i>  |
| <b>Week Two: June 7-11</b>              | <input type="checkbox"/>  | <i>No Scout Classes</i>  | <i>No Summer Camps</i>   | <input type="checkbox"/> |
| <b>Week Three: June 14-18</b>           | <i>No Summer Camps</i>  | <input type="checkbox"/> | <input type="checkbox"/>   | <i>No Scout Classes</i>  |
| <b>Week Four: June 21-25</b>            | <input type="checkbox"/>  | <i>No Scout Classes</i>  | <input type="checkbox"/>   | <i>No Scout Classes</i>  |
| <b>Week Five: June 28 - July 2</b>      | <input type="checkbox"/>  | <i>No Scout Classes</i>  | <i>No Summer Camps</i>   | <input type="checkbox"/> |
| <b>Week Six*: July 6-9 (4-day week)</b> | <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/>   | <i>No Scout Classes</i>  |
| <b>Week Seven: July 12-16</b>           | <input type="checkbox"/>  | <i>No Scout Classes</i>  | <input type="checkbox"/>   | <i>No Scout Classes</i>  |
| <b>Week Eight: July 19-23</b>           | <input type="checkbox"/>  | <i>No Scout Classes</i>  | <i>No Summer Camps</i>   | <input type="checkbox"/> |
| <b>Week Nine: July 26-30</b>            | <i>No Summer Camps</i>  | <input type="checkbox"/> | <input type="checkbox"/>   | <i>No Scout Classes</i>  |
| <b>Week Ten*: August 2-6</b>            | <input type="checkbox"/>  | <i>No Scout Classes</i>  | <input type="checkbox"/>   | <i>No Scout Classes</i>  |
| <b>Week Eleven*: August 9-13</b>        | <input type="checkbox"/>  | <i>No Scout Classes</i>  | <i>No Summer Camps</i>   | <input type="checkbox"/> |

Applicant Name: \_\_\_\_\_

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## **2021 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  
Geography  
Food Science  
Product Testing (e.g. Consumer Reports)  
Science Magic  
Games / Strategy  
Puzzles  
Museum Operations  
Citizenship / Government  
Crime / Law  
Medicine/ Public Health  
Reading/Literature

**Themed Science**

CSI / Spy Science  
Harry Potter Science  
Star Wars Science  
Super Hero Science  
Camp Jupiter/Half Blood

**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. Do you have a certification or experience working with children with disabilities? If so, please describe your certification and/or experience.**

**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.