

Position: Pre-Service Teacher, Summer Camp, Education Dept.
Employment Status: Part-Time, Hourly, \$18.00 per hour

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 also offered. The complete catalog is available [here](#) online.

Summer Camp Pre-Service Teachers work in the museum's Summer Camp program and/or the Summer Scout program interact with children, organize classroom materials and projects, generally assist teachers; and gain classroom experience. In addition to this Teaching Assistant role, Pre-Service Teachers may have the opportunity to perform the role of a lead teacher as needed.

Qualified applicants will have completed an undergraduate degree by May 2024 and have previous classroom experience. Applicants should have an interest in teaching and education, science, natural history and related fields. Additionally, applicants should communicate well with children and adults, demonstrate initiative and have a positive attitude. Previous participation as a Houston Museum of Natural Science volunteer is an advantage. Please note that there are a limited number of positions available.

Essential Job Duties and Responsibilities:

- Interact and work with campers of various ages in an encouraging manner
- Interact with camp parents in a professional and accommodating demeanor
- Organize classroom materials and projects
- Assist summer camp teachers
- Communicate with children, teenagers and adults
- Manage classroom as the lead teacher as needed
- Complete other duties as assigned

Knowledge, Skills and Abilities:

- Interest in teaching and education, as well as science, natural history and related fields
- Maintain a positive attitude
- Demonstrate initiative
- Previous participation as a Houston Museum of Natural Science volunteer is an advantage

Requirements:

- Must be at least 18 years old by May 28, 2024
- Completed an undergraduate degree by May 2024 or be in the process of completing a teaching certification
- Experience teaching in a youth classroom
- Must be able to lift 25 pounds, sit, stand and walk for extended periods of time
- Must be able to arrive to work on time.
- Must comply with the museum's Health & Safety Protocols outlined in training
- Must comply with the museum's COVID-19 protocols
- Must attend a mandatory training and orientation session in May

Application Instructions:

All application components must be received by HMNS by **March 29, 2024:**

1. [Online Application Form](#) completed by applicant
2. Resume emailed to jobs@hmns.org by applicant
3. Two letters of recommendation emailed by a reference to summercamp@hmns.org or mailed to HMNS Summer Camp, 5555 Hermann Park Dr., Houston, Tx 77030. Letters of recommendation must be from a teacher or supervisor who has worked with you before. Letters must not be from a relative or an HMNS employee.

After all materials are received, you may be invited to an interview.

You will be notified via email by April 19 if you have been accepted for the position or not.

Those accepting a position are required to attend a mandatory training and orientation session in May.

No phone calls, please.

HMNS does not respond to inquiries regarding application status.

The Houston Museum of Natural Science is an EEO Employer.