

Position: Teaching Assistant, Summer Camp, Education Dept.

Employment Status: Part-Time, Hourly, \$12 per hour

Job summary:

Thank you for your interest in the Houston Museum of Natural Science summer camp program.

HMNS has earned the reputation as one of Houston's top summer enrichment experiences. A robust program covering a wide range of science and social studies topics that are geared for children ages six to twelve. Summer Camp 2024 is scheduled May 28 to August 9 at the main campus in Hermann Park, and from May 28 to August 9 at our Sugar Land location. Virtual camps are also offered. The complete catalog is available [here](#) online.

Summer Camp Teaching Assistants work in the classrooms of the museum's Summer Camp program and/or the Summer Scout program. Individuals in this position interact with children, organize classroom materials and projects, and generally assist teachers. This position reports to assigned Teaching Assistant / Pre-Service Teacher Coordinator in the Education Department.

Teaching Assistant applicants should have an interest in teaching and in 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
- Complete other duties as assigned

Requirements:

- Must be at least 16 years old by May 28, 2024
- Able to lift 25 pounds
- Able to sit, stand and walk for extended periods of time
- Able to arrive to work on time
- Must comply with the museum's Health & Safety Protocols outlined in training
- 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. One letter of recommendation emailed by a reference to hhogeland@hmns.org or mailed to HMNS Summer Camp, 5555 Hermann Park Dr., Houston, Tx 77030. Letter 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.

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.