

**Position:** Before Camp Coordinator, Summer Camp, Education Department

**Employment Status:** Part-Time\*, Hourly, \$12.50 per hour, Seasonal Internship: May 20-August 9, 2024

**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. 2024 Summer Camp runs May 28 to August 9 at both the main campus in Hermann Park and at our Sugar Land location. Virtual camps are also offered. The complete catalog is available [here](#) online.

The Summer Before Camp Coordinator is responsible for organizing and supervising the Before Camp program for campers who arrive before Summer Camp classes begin. This individual manages the schedule of teachers and teaching assistants and works closely with the After Camp Coordinator to maintain consistency between Before Camp and After Camp programming. This individual must be organized, detail-oriented, self-motivated, reliable and ready to ask questions. This internship provides the opportunity to learn about and get involved with other aspects of the Education Department's summer programming.

This position reports to the Education Collection Logistics Manager.

\*This is a part-time position: 25-30 hours per week (Monday-Friday, 7:30 a.m.-2:00 p.m.), May 20-August 9, 2024.

**Essential Job Duties and Responsibilities:**

- Schedule and work closely with teachers and teaching assistants for Before Camp sessions during each camp week
- Coordinate and maintain supplies and activities for the Before Camp program
- Support the HMNS team, including working with the After Camp Coordinator, Resource Coordinator and Education Collections staff
- Communicate with teachers and teaching assistants regarding camp logistics
- Problem-solve as questions and issues arise
- Interact with camp parents and campers, in a professional and accommodating demeanor
- Other duties as assigned

**Knowledge, Skills and Abilities:**

- Organized and reliable
- Works well as part of a team in a fast-paced environment, and takes initiative when necessary
- An interest in youth education and nonprofits, particularly in a museum setting, is preferred. Those interested in organizational aspects of large, nonprofit program management are encouraged to apply.
- Experience in customer service is ideal as it is a key element of this position which interacts with campers ages 6-17, parents and museum patrons.
- Working knowledge of Microsoft Office and PC platforms
- Basic knowledge of Houston Museum District area.

**Requirements:**

- Must be a full-time college student as of spring 2024 returning as a full-time student in fall 2024
- Able to lift up to 40 pounds
- Able to sit, stand and walk for extended periods of time
- Able to arrive at work on time.
- Must comply with the museum's health and safety protocols
- Eligibility Restrictions: Family members of current or former employees or board members of the Houston Museum of Natural Science are not eligible for this internship.

**Perks of Working at HMNS Include:**

- Free access to museum exhibits, Butterfly Center, Burke Baker Planetarium, Giant Screen Theater and satellite facilities
- Discounted programming including museum summer camp
- Free staff parking
- Staff discount in the Museum Store

**Application Instructions:**

Complete the following steps by **March 9, 2024**:

1. Complete [Online Application Form](#)
2. Submit resume to [jobs@hmns.org](mailto:jobs@hmns.org)

No phone calls, please

HMNS does not respond to inquiries regarding application status.

**The Houston Museum of Natural Science is an EEO Employer.**