

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

The Summer Camp Sugar Land Resource Coordinator is responsible for coordinating and organizing the supplies used for Summer Camp classes at the Sugar Land location, which serve over 100 children each week. 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 Sugar Land Camp Director and Education Collection Logistics Manager.

The primary location of this position is the museum's Sugar Land Location, but it may include time at the main location in Hermann Park.

*This is a part-time position: 25-30 hours per week (Monday, 7:45 a.m.-4 p.m.; Tuesday-Friday, 9 a.m.-4 p.m.), May 20-August 9, 2024.

Essential Job Duties and Responsibilities:

- Coordinate the purchase, organization and distribution of materials for camp classes in Sugar Land each week, including trips to local stores to purchase supplies
- Delivering summer camp supplies to and from the museum's main campus in Hermann Park to Sugar Land several times a week
- Become familiar with the Education Collection procedures, materials and staff at the main campus
- Accompany camp or scout classes on field trips around the Houston area
- Communicate and coordinate with teachers, teaching assistants and other museum staff regarding camp logistics
- Prepare and inventory supplies for the following summer
- Interact with camp parents and campers in a professional and accommodating demeanor
- Problem-solve as questions and issues arise
- 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

Requirements:

- Must be a full-time college student as of spring 2024 returning as a full-time student in fall 2024
- Valid driver's license and access to an insured, reliable vehicle for use during work hours
- Able to provide a driving record upon request
- Able to lift large items up to 40 pounds
- Able to walk and stand for long periods of 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

No phone calls, please.

HMNS does not respond to inquiries regarding application status.

The Houston Museum of Natural Science is an EEO Employer.

Houston Museum of Natural Science, 5555 Hermann Park Drive, Houston, Texas 77030