

TO APPLY

Please send a letter of interest along with a current resume Kathleen Edinburgh via email at kedinburgh@hmns.org, **no phone calls please**. Accepted applications will be asked to attend an onsite or virtual interview. All application materials must be submitted by 5pm on March 1st, 2024. Incomplete applications will not be considered.

QUALIFICATIONS

The ideal candidate is organized, reliable, works well as part of a team in a fast-paced environment, and takes initiative when necessary. An interest in youth education, particularly in a museum setting, is preferred. Those interested in organizational aspects of nonprofit program management are encouraged to apply. Experience in customer service or nonprofits is ideal. Family members of current or former employees or board members of ExxonMobil or Sunwest Communications are ineligible for this internship. **Applicants must be a full-time undergraduate student as of Spring 2024, returning as a full-time student in Fall 2024.** The intern must have access to an insured, reliable vehicle for use during work hours and must be able to provide a driving record.

JOB DESCRIPTION

The Houston Museum of Natural Science is offering an internship as the Scout Summer Camp Assistant Coordinator. These summer programs provide over 500 children a week with hands-on educational opportunities to promote the love of learning! The Scout Summer Camp Assistant Coordinator will work with the Education Collections Logistics Manager and Scout Program Director as a member of the Summer Camp team. This position will primarily be responsible for assisting the director with health records, logistics and customer service related issues.

Responsibilities Include:

- Organize camper health forms which includes inputting data and managing the spreadsheet database.
- Maintain an organized system of supplies used for summer camp or scout classes and assisting in preparing camp classrooms each week
- Accompany camp or scout classes on field trips around the Houston area as necessary.
- Assist with various summer camp projects on weeks there are no scout classes as needed, including supply organization and distribution transferring supplies as needed to and from our Sugar Land location.
- Work with teachers, teaching assistance and parents to answer questions regarding camp logistics.
- Assist with or teach virtual scout classes as needed.



**MAY 20, 2024-
AUGUST 9, 2024**

**7:45AM-3:15PM;
MONDAY-FRIDAY**

**\$15/HOUR - 35 HOURS
PER WEEK**

**EDUCATION COLLECTIONS
LOGISTICS MANAGER**

DATES

HOURS

SALARY

SUPERVISOR