

TO APPLY

Please send a letter of interest along with a current resume to Jayme Schlimper via email at jschlimper@hmns.org. **no phone calls please.** Accepted applications will be asked to complete an additional application form and attend an onsite interview. All application materials must be submitted by 5pm on April 3, 2020. 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 the Houston Museum of Natural Science are ineligible for this internship. The intern must be a full-time undergraduate student as of Spring 2020 returning as a full-time student in Fall 2020. The intern must have access to an insured, reliable vehicle for use during work hours and must provide a driving record.

JOB DESCRIPTION

The Houston Museum of Natural Science is offering an internship and learning opportunity as the Summer Camp Resource Coordinator in the Youth Education Programs Department. The Summer Camp Resource Coordinator will work with Youth Education staff as a member of the Summer Camp team. The intern will primarily be responsible for coordinating and organizing the educational collection used for Summer Camp classes, which serve over 500 children each week.

Responsibilities Include:

- Coordinate the purchase, organization, and distribution of materials for over 20 camp classes each week including trips to purchase supplies using a museum corporate card
- Work with supervisor to maintain an organized system of purchases and supplies to ensure an accurate materials budget can be compiled easily at the end of the summer
- Assist in implementation of additional programs such as museum overnights, outreach, and other miscellaneous youth education programming as applicable
- Familiarity with the Education Collection held by the Youth Education Department
- Regular meetings with supervisor to discuss challenges as well as current and future projects and areas of interest
- Support the Summer Camp staff including participation in staff meetings
- Effective communication and problem solving with teachers and teaching assistants regarding materials and logistics



www.hmns.org/explorations

**MAY 26, 2020-
AUGUST 14, 2020**

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

\$9.50/HOUR

**JAYME SCHLIMPER,
CURATOR OF EDUCATION
COLLECTIONS**

DATES

HOURS

SALARY

SUPERVISOR