

**Position:** Scout Assistant Coordinator (Intern), Summer Camp, Education Department

**Employment Status:** Part-Time, Hourly, \$12.50 per hour, Seasonal: May 19-August 8, 2025\*

**Job Summary:**

HMNS has earned the reputation of Houston's top summer enrichment experiences in the Houston area, which includes a robust offering of classes for scouts to complete badge requirements in a wide range of science and social studies topics. Virtual camps are also offered. The complete catalog is available [here](#) online.

The Scout Summer Camp Assistant Coordinator manages various logistics of Summer Scout classes. As part of the Education team, this individual will perform Scout Program tasks and projects during weeks that Summer Scout classes are offered, and on off weeks assist with Summer Camp classes.

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

This internship also provides the opportunity to learn about and participate with other aspects of the Youth Education Programs Department's summer programming. This position reports to the Scout Program Director in the Education Department.

This is a seasonal, part-time position: 25-30 hours per week (Monday-Friday, 7:45 a.m.-3:15 p.m.), **May 19-August 8, 2025.**

**Essential Job Duties and Responsibilities:**

- 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
- Answer parent and museum patron questions about Scouts@HMNS programs
- Assist in teaching and proctoring of virtual camps as applicable
- Accompany camp or scout classes on field trips around the Houston area
- Assist with various Summer Camp projects on weeks there are no scout classes, including supply organization and distribution
- Travel to Sugar Land some weeks to help coordinate scout classes and transfer supplies
- Work with teachers and teaching assistants to solve any problems that may arise regarding camp logistics
- 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
- Should have a working knowledge of Microsoft Office and PC platforms. Experience with CampDoc is a plus
- Basic knowledge of Houston Museum District area

**Requirements:**

- Valid driver's license
- Access to an insured, reliable vehicle for use during work hours
- Able to provide a driving record
- Able to lift large items, up to 40 pounds
- Move about for extended periods of time
- Remain stationary for extended periods of time
- 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
- Staff discount in the Museum Store
- Free staff parking

**Application Instructions:**

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

1. Complete the [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.**

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