

**Position:** Summer Camp Assistant Manager, Education Department

**Status:** Part Time, Hourly, Nonexempt, \$22 per hour, Seasonal: May 19-August 8, 2025

HMNS has earned the reputation as one of Houston's top summer enrichment experiences. A robust program covering a wide range of science and social studies topics that are geared for children ages six to twelve. Summer Camp 2025 is scheduled May 27 to August 8 at the main campus in Hermann Park, and from May 29 to August 6 at our Sugar Land location. Virtual camps are also offered. The complete catalog is available [here](#) online.

The Summer Camp Assistant Manager monitors all camp operations. This individual is responsible for communicating with parents, campers and camp staff. The Assistant Manager monitors staffing and absences to ensure all classroom roles are covered. Key to this position is ensuring operational procedures and guidelines are followed by staff and managing wayfinding signage to ensure patrons can find camp classrooms and other camp locations throughout the museum. The Assistant Manager also provides support to staff, addresses behavioral issues with campers, and performs basic first aid to campers as necessary.

This position provides experience in non-profit program management in a museum environment.

\*This is a seasonal, part-time position (35 hours per week): Mondays 7:30 a.m. to 5:30 p.m.; Tuesdays-Fridays 9:00 a.m. to 5:30 p.m., May 19-August 8, 2025.

#### **Essential Job Duties and Responsibilities:**

- Monitor all camp operations, coordinate with Camp Director and provide support to camp staff
- Address behavioral issues with campers
- Administer basic first aid to campers
- Communicate with parents about any issues or situations that may arise in camp, such as injuries, sickness, forgotten lunches, disputes between campers, weather issues
- Coordinate and problem solve with Teachers and Teaching Assistants regarding classroom materials and logistics
- Assist with daily check-in and check-out which includes verifying IDs for each parent/guardian picking up their camper
- Assist with weekly camper check-in on Monday mornings which includes verifying campers' health forms and Summer Camp registration
- Monitor the Before Camp and After Camp classrooms
- Monitor staff absences to ensure all classroom roles are covered
- Update and set up signage weekly
- Communicate camp procedures and policies with campers, parents and staff
- Assist with camper pickup procedures
- Other duties as assigned

#### **Knowledge, Skills and Abilities:**

- Excellent written and oral communication skills
- Commitment to providing stellar customer service, for both internal and external customers
- Enjoys problem-solving
- Detail-oriented
- Background in education
- Background in or experience with science
- Experience in Summer Camp at HMNS
- Working knowledge of Microsoft Office software

**Requirements:**

- Able to lift and carry up to 40 pounds
- Arrive to work on time
- Access to reliable transportation
- Certification in First Aid preferred
- Comply with the museum's health and safety protocols

**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:**

Submit resume to [jobs@hmns.org](mailto:jobs@hmns.org) no later than March 28.

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**