



1225 ESTABROOK DRIVE SAINT PAUL MINNESOTA 55103 WWW.COMOZOOCONSERVATORY.ORG

Thank you for your interest in an **Animal Support Building Commissary Internship** at the Como Park Zoo and Conservatory. This internship is offered year-round with the Como Zoo. Preference is given to applicants currently enrolled in a related field of study. School credit required.

Intern must:

- Be currently enrolled in a degree program;
- Be available for at least a 3 hour day time shift a minimum of 3 days per week; and
- Meet all qualifications listed in the position description (on next page).

A complete intern application must include the following:

- Cover letter indicating reasons for interest in a Como internship;
- Resume summarizing education and employment experiences; and
- Two letters of reference; at least one reference submitted by one college instructors with knowledge of your academic performance and commitment to your major.

Deadlines for applications:

Fall semester: July 31st
Spring semester: November 30th
Summer semester: March 15th

If you need more information contact:
Steve Kane
Como Park Volunteer Services Office
steve.kane@ci.stpaul.mn.us
651-487-8252

RECORDED INFORMATION
651.487.8200

CUSTOMER SERVICE OFFICE
651.487.8201

AA-ADA-EEO-EMPLOYER

SAINT PAUL PARKS
AND RECREATION



CITY OF SAINT PAUL

Mayor Christopher B. Coleman



**COMO PARK
ZOO & CONSERVATORY**

1225 ESTABROOK DRIVE SAINT PAUL MINNESOTA 55103 WWW.COMOZOOCONSERVATORY.ORG

Animal Support Commissary Intern

The Zoo Internship is designed to be a volunteer career learning experience. Interns will gain first hand experience in food preparation, data collection and animal husbandry for Como's waterfowl and animals used for Como educational programs. College credit required.

DUTIES:

- prepare diets for a variety of mammals, reptiles, invertebrates, and waterfowl involving chopping of fruits, vegetables, and greens and measuring dry food
- wash and disinfect counters, scale, all emptied dishes, refrigerator and sink
- restock empty food items as necessary
- perform other duties as assigned

RESPONSIBILITIES:

- demonstrate safe, professional and respectful behavior in all work areas
- practice excellent sanitary habits
- address issues and concerns in a timely and professional manner
- work pre-arranged shift, (3 hour periods between 8-2:00, at least 3 days per week)
- give advanced notice for shift changes
- follow established policies and procedures when working on Como Park grounds, as described in the Como Volunteer Handbook
- fulfill all training requirements and provide feedback

QUALIFICATIONS:

- be able to work independently and responsibly
- demonstrate excellent written and verbal communication skills
- possess the physical ability to lift 35 pounds
- possess the physical ability to stand, stoop, bend, and reach on wet surfaces

NOTE: As a matter of policy and procedure interns will NOT be able to touch or hand-feed animals.

Application Procedure

The Intern Application (PDF) is available at www.comozooconservatory.org
Requirements: Your application is not complete until all items are received

- Cover letter indicating reasons for interest in an internship at Como
- Resume indicating education and employment experiences
- Two letters of reference, at least one from professional within primary field of study



**COMO PARK
ZOO & CONSERVATORY**

INTERNSHIP APPLICATION

Please type or print clearly.

NAME: _____ E-mail address: _____

ADDRESS: _____ PHONE: _____

CITY: _____ STATE: _____ ZIP

CODE: _____

YEAR IN SCHOOL: _____ COLLEGE: _____

COURSE CONCENTRATION: _____

CAREER GOALS: _____

OTHER SKILLS, SPECIAL TRAINING: _____

HOBBIES, INTERESTS: _____

WHAT TYPE OF INTERNSHIP ARE YOU INTERESTED IN?

WHY DID YOU APPLY HERE?

YOUR IDEAL INTERNSHIP WOULD PROVIDE EXPERIENCE IN WHAT
AREAS? _____

BETWEEN WHAT DATES COULD YOU BE AVAILABLE?

Please list most recent experience first

PAST EXPERIENCE (May include both paid and volunteer experience)

EMPLOYER/AGENCY: _____ DATES OF EMPLOYMENT: _____

DUTIES: 1. _____ 3.

2. _____ 4.

EMPLOYER/AGENCY: _____ DATES OF EMPLOYMENT: _____

DUTIES: 1. _____ 3.

2. _____ 4.

REFERENCES:

1. NAME: _____ PHONE: _____

RELATIONSHIP: _____ KNOWN HOW LONG: _____

2. NAME: _____ PHONE: _____

RELATIONSHIP: _____ KNOWN HOW LONG: _____

WILL/ YOU RECEIVE COLLEGE CREDIT FOR THIS INTERNSHIP?

DO YOU HAVE A VALID MINNESOTA DRIVERS LICENSE?

PLEASE CHECK ONE: _____ MY INTERNSHIP MUST BE PAID
_____ VOLUNTEER INTERNSHIP ACCEPTABLE

FROM WHERE/WHOM DID YOU HEAR ABOUT OUR NEED FOR INTERNS?

PLEASE ATTACH COVER LETTER AND RESUME.

RETURN TO:

Como Park Volunteer Services
Como Park Zoo & Conservatory
1225 Estabrook Drive
Saint Paul, MN 55103

FAX: 651-487-8278
PHONE: 651-487-8252