



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

Thank you for your interest in a **Tropical Encounters Commissary Internship** at the Como Park Zoo and Conservatory. This internship is offered year- round. 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:

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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

Tropical Encounters Commissary Intern

The Como 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 the animals in Como's Tropical Encounters Exhibit.

DUTIES:

- prepare diets for the free flight aviary birds, river turtles, and a two-toed sloth
- wash and disinfect all work surfaces, utensils and appliances
- restock empty food items as necessary
- perform other duties as assigned

RESPONSIBILITIES:

- demonstrate safe, professional and respectful and behavior in all work areas
- practice excellent sanitary habits
- follow established policies and procedures when working on Como Park grounds, as described in the Como Volunteer Handbook
- 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
- fulfill all training requirements and provide feedback

QUALIFICATIONS:

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

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**

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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