

RECORDED INFORMATION  
651.487.8200

CUSTOMER SERVICE OFFICE  
651.487.8201

AA-ADA-EEO-EMPLOYER



Thank you for your interest in an **Education Internship** at the Como Park Zoo and Conservatory. This internship is offered year- round with preference given to applicants enrolled in environmental education, biology, education or a related field of study. School credit is optional.

Intern must:

- Be currently enrolled in a degree program; and
- Meet all time commitments and 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 from a professional within primary field of study.

SAINT PAUL PARKS  
AND RECREATION



CITY OF SAINT PAUL

Mayor Christopher B. Coleman

**Deadlines for applications:\***

Fall semester: August 1<sup>st</sup>  
Spring semester: November 30th  
Summer semester: March 15th

\*applications will be received and reviewed until all positions are filled.

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

## ***Education Intern***

Como Zoo & Conservatory is a public park which is visited by over 1.5 million people each year. Como's mission is to inspire the public to value the presence of plants and animals in our lives. Interns will have a volunteer opportunity for the rewards and challenges of helping to create and implement a variety of educational programs for all ages. School credit optional but preferred.

### **DUTIES:**

- assist education staff with the development, facilitation and evaluation of Como Park Zoo & Conservatory Education programs
- encourage visitors of all ages to learn about the zoo and conservatory, its exhibits/displays, the relationships between plants, animals and humans through interactive learning;
- promote the interests of plant and animal conservation, biodiversity and animal welfare to the public
- practice effective interpretive techniques, present accurate information, encourage visitor participation and assist with visitor needs
- research educational resources for curriculum design and development of plant and animal fact sheets
- educate Como visitors about plant and animal adaptations
- assist or lead story times and interpretive talks.

### **QUALIFICATIONS:**

- be in pursuit of a bachelors degree in environmental education, biology, education, or a related field
- demonstrate excellent verbal and written skills and high quality work
- demonstrate ability to work with people of all ages, abilities and cultures
- be able to work independently and with others in team collaboration
- understand and follow required Como Campus policies and procedures
- actively work to gain an understanding of the Como plant and animal collections

### **TIME COMMITMENT:**

Summer: *Minimum of 20 hours per week, with weekday, weekend and some evening shifts.*

Fall/Winter/Spring: *Minimum of 10 hours per week, with weekday, weekend and some evening shifts.*

### **Application Procedure:**

The Intern Application (PDF) is available at [www.comozooconservatory.org](http://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



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

### 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? \_\_\_\_\_

**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