



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

RECORDED INFORMATION
651.487.8200

CUSTOMER SERVICE OFFICE
651.487.8201

AA-ADA-EEO-EMPLOYER

Thank you for your interest in an **Enrichment Intern** at the Como Park Zoo and Conservatory. This internship is currently offered in the spring and summer. Preference is given to applicants currently enrolled in a related field of study. College credit required.

Intern must:

- Be currently enrolled in a degree program
- Be available for at least 15-20 hours per week from May -September
- Meet all qualifications listed in the position description (on next page)

A completed Como Intern Application must include the following:

- Cover letter indicating reasons for interest in a Como internship
- Resume summarizing education and employment experiences
- Two letters of reference; at least one reference from professional in primary field of study
- Verification that college credit will be granted for the internship

SAINT PAUL PARKS
AND RECREATION



CITY OF SAINT PAUL

Mayor Christopher B. Coleman

Deadlines for applications:

Summer semester: March 15th

Applications will be received 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

ENRICHMENT INTERN

Description

The Enrichment Internship is designed to be a volunteer career learning experience with Como Zoo's enrichment program and will work with all animal areas. Interns will gain first hand experience in data collection, animal observation, and enrichment design. College credit is required for 12 weeks and a minimum of 15-20 hours per week.

Primary Job Duties:

- assist with animal observations for the enrichment program
- assist with developing species specific animal history profiles
- assist with enrichment documentation
- help place and design new enrichment items when applicable
- research new ideas for enrichment in all areas
- assist all areas of the zoo with their enrichment needs
- participate in a special project – proposed by intern or zoo staff – that may involve designing an enrichment item
- perform other duties as assigned.

Position Specifications:

- * applicant must currently be in a degree program in zoology, biology or a related field
- * applicant must be available to work regularly weekdays, weekends days and holidays;
- * applicant must obtain prior approval for college credit for the internship;
- * applicant must demonstrate high quality work independently or with a team;

Application Procedure

The Intern Application is available to download at www.comozooconservatory.org

Include:

- 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; and include determination that credit will be granted as required.

Applications due March 15th for May-September placement.

Send Application Packet to:

Volunteer and Intern Services, Como Zoo & Conservatory, 1225 Estabrook Drive, St. Paul, MN 55103

Questions or more information at 651- 487-8287 or e-mail: comovolunteers@ci.stpaul.mn.us



**COMO PARK
ZOO & CONSERVATORY**

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. _____

2. _____

3. _____

4. _____

EMPLOYER/AGENCY: _____

DATES OF EMPLOYMENT: _____

DUTIES: 1. _____

2. _____

3. _____

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