



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

Thank for your interest in a **Horticulture Internship** at the Como Park Zoo and Conservatory. This internship is offered year- round with preference given to applicants enrolled in horticulture, landscaping, botany 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 Como Intern Application must include the following:

- Cover letter including 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: August 15th
Spring semester: November 30th
Summer semester: April 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



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Horticulture Intern

Como's Horticulture Internship is designed as a volunteer career learning experience. Under staff supervision, interns will assist Marjorie McNeely Conservatory Gardeners in the preparation of floral displays and regular rotation of floriculture stock. Interns provide care and maintenance of plants in the public display areas and the production range. Staff will also work with interns who are interested in special projects. College credit is preferred but not required. Internships are available year round with a minimum commitment of 15 hours weekly with an early morning start time; work week is negotiable.

DUTIES:

- transplanting, weeding, trimming and deadheading herbaceous plants, both indoors and outdoors
- preparation of plants for floral displays
- preparation of soils, plant maintenance and sanitation in greenhouse production areas
- plant maintenance and sanitation in public areas
- flower display changes
- special projects - as assigned and negotiated with Horticulture staff
- assist with record keeping as requested

Position Specifications:

- have one to three years undergraduate work in Floriculture, Horticulture, plant biology or related field
- be able to perform assigned tasks in variable weather conditions, to work alone and in teams
- must enjoy working with plant material and be self motivated
- have the physical ability to stand, stoop, bend, reach and lift up to 50 pounds

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

APPLICATION DEADLINES: **Summer:** March 15 **Fall:** August 1 **Spring:** November 30



**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
Email: steve.kane@ci.stpaul.mn.us