



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

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

Intern must:

- Be currently enrolled in a degree program
- 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
- 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



**COMO PARK  
ZOO & CONSERVATORY**

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## ***Operations Intern***

Como Park Zoo & Conservatory is visited by more than 1.5 million people each year. Como's mission is to inspire the public to value the presence of plants and animals. Educational initiatives and public offerings at Como are increasing with new exhibits and attractions. Interns will have a volunteer opportunity for a variety of job experiences along with the rewards and challenges of helping to create a quality visitor experience. School credit is optional, if approved by college course instructors.

### **DUTIES:**

- demonstrate working knowledge of zoo, conservatory and amusement area attractions and amenities
- assist operations staff in developing and evaluating the quality of the visitor experience
- develop strategies to encourage visitors of all ages to learn about the zoo and conservatory, its exhibits/displays, relationships between plants, animals and humans
- promote a safe, family friendly, quality experience for all who visit Como
- assist staff in maintaining the signage, cleanliness, and accessibility of the Como Campus
- assist with design and utilization of Visitor and Volunteer Services resources

### **QUALIFICATIONS:**

- be in pursuit of a bachelors degree in business, hospitality services, communications, or 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
- be able to regularly work weekdays, weekends and occasional holidays

### **TIME COMMITMENT:**

*Minimum commitment of four months required.*

- Summer: *Minimum of 20 hours per week, with weekday and weekend shifts*
- Fall/Winter/Spring: *Minimum of 15 hours per week, with weekday and weekend 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

**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. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
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