



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 a **Public Programs Internship** at Como Park Zoo and Conservatory. This internship is currently offered year-round. Preference is given to applicants currently enrolled in a related field of study. College credit is optional.

Intern must:

- Be currently enrolled in a degree program
- Be available for at least 20 hours per week over a May-September
- 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
- Two letters of reference; at least one reference from professional in primary field of study

Deadlines for application: March 15th

SAINT PAUL PARKS
AND RECREATION



CITY OF SAINT PAUL

Mayor Christopher B. Coleman

If you need more information contact:

Steve Kane
Como Park Volunteer Services Office
steve.kane@ci.stpaul.mn.us
651-487-8252



Public Programs Intern

Como Park 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 their lives. Interns will have a opportunity to assist education staff with the development, facilitation and evaluation of free public programming at Como Park Zoo and Conservatory. Public programs include story times, zookeeper and gardener talks and animal training presentations.

DUTIES:

- perform as a costumed character during story times and narrate existing story times on a weekly basis
- assist zookeepers and gardeners with brief public daily presentations
- ad lib from script for daily public presentations at seal and sea lion training sessions
- engage visitors of all ages with effective interpretive techniques as they view exhibits and displays
- work independently and with others in team collaboration

RESPONSIBILITIES:

- research educational and literary resources for story time development
- create story times scenery, props and costumes using creativity and artistic skills
- present accurate and entertaining information on plants, animals and their adaptations
- incorporate humor, creativity and a personal approach with Como audiences
- learn about seal and sea lion biology, behavior and husbandry techniques from education staff and marine mammal trainers
- actively work to gain an understanding of the Como plant and animal collections
- understand and follow required Como Campus policies and procedures

POSITION SPECIFICATIONS:

- be in pursuit of a bachelors degree in education, biology, communication, theater or a related field
- demonstrate excellent verbal and written skills and high quality work
- have experience with public speaking
- demonstrate ability to work with people of all ages, abilities and cultures

Time Commitment:

Minimum of 20 hours per week between 10 – 4pm, with weekday and weekend shifts.

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

DEADLINE: Spring/Summer semester: March 15*

*** Applications will be received and reviewed until positions are filled.**



**COMO PARK
ZOO & CONSERVATORY**

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

FAX: 651-487-8278

PHONE: 651-487-8252