COMO PARK
ZOO & CONSERVATORY

www.comozooconservatory.org

Thank you for your interest in the **Animal Support Internship** at the Como Park Zoo and Conservatory. This internship is offered year- round. Preference is given to applicants currently enrolled in a related field of study.

Intern must:

- Be currently enrolled in a degree program
- Be available for at least 12 hours between 8am-4:00pm 3 days a week
- Meet all qualifications listed in the position description (next page).
- Receive college credit for the internship

A complete intern application must include:

- Cover letter indicating reasons for interest in a Como internship
- Resume summarizing education and employment experiences
- Two letters of reference; at least one reference submitted by a college instructor with knowledge of your academic performance and commitment to your major.
- Completed Internship Application form (see below)

Deadlines for applications:

Fall semester:	August 15th
Spring semester:	November 15th
Summer semester:	March 15th

*applications will be received until all positions are filled

If you need more information contact:

Como Park Volunteer/Intern Services Office
comovolunteers@ci.stpaul.mn.us
651-487-8252

Saint Paul Parks and Recreation

SAINT PAUL

City of Saint Paul

Mayor
Christopher B. Coleman

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Animal Support Intern

This Como Zoo Internship is designed to provide career learning in animal husbandry, data collection, and food preparation for the animals in Como's Animal Support Building. The species within this area are birds, small mammals, amphibians, reptiles and invertebrates. This position is unpaid and will require college credit.

DUTIES:

- Assist with daily diet preparation
- Assist with daily feeding and husbandry for animals in the Animal Support Building, Bird Yard and other holding areas
- Provide enrichment for the animals in the Animal Support Building and Bird Yard.
- Assist with routine record keeping and participate in weekly veterinary consultation
- Provide routine animal observation; reporting any concerns to the keepers on duty
- Perform other duties as assigned

RESPONSIBILITIES:

- Intern will demonstrate safe, professional and respectful and behavior in all work areas
- Follow established policies and procedures when working on Como Campus
- Address issues and concerns in a timely and professional manner
- Work pre-arranged shift, (minimum: 3 days per week, 3 hours between 8-4:00)
- Give advanced notice for shift changes
- Fulfill all training requirements and provide feedback

QUALIFICATIONS:

- Currently be in a degree program in zoology, biology or a related field with preference given to those interested in a career in zoo keeping/ animal care
- Be available to work weekdays, weekends and holidays
- Obtain prior approval for college credit for the internship
- Demonstrate high quality ability to work independently or with a team
- Ability to lift objects in excess of 50 lbs.daily
- Ability to periodically lift objects in excess of 70 lbs

NOTE: As a matter of policy and procedure interns will not be able to touch or hand-feed animals

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Internship Application

Please type or print clearly

Personal Information

Name: _____ E-mail: _____

Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Education

College: _____

Year in School: _____

Course Concentration/Major: _____

Career Goals: _____

Other Skills/Special Training: _____

_____

Hobbies/Interests: _____

Internship Information

What internship(s) are you interested in? _____

_____

Reason(s) why you applied at Como Zoo: _____

_____

You ideal internship would provide experience in what areas? _____

_____

_____

What are your institutions internship requirements? (hours, tasks, timeframe, ect.)_____

_____

Between what dates are you available? _____

Are there any dates you are not available? _____

Employment History (May include both paid and volunteer experience)

Please list most recent experience first

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: _____ Years know: _____

2. Name:_____ Phone:_____

Relationship: _____ Years known: _____

Other Information

Will you receive college credit for your internship? _____

Do you have a valid driver's license? _____

All of our internship positions are unpaid, is this condition acceptable? _____

Where did you hear about Como Zoo's internship opportunities? _____

_____

_____

Emergency Contact: (Name, Relationship, Phone Number)

_____

PLEASE ATTACH COVER LETTER AND RESUME

RETURN TO:

Como Park Zoo & Conservatory
Como Park Volunteer/Intern Services
1225 Estabrook Drive
St. Paul, MN 55103
Fax: 651-487-8278
Phone: 651-487-8252