

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



City of Saint Paul

Mayor  
Christopher B. Coleman



## **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

# 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 Selection

What internship(s) are you interested in? <b>List preferences:</b>
1. _____ 2. _____
Reason(s) you applied at for Como Internship: _____
_____
Your ideal internship would provide experience in what areas? _____
_____
_____
Between what dates are you available? _____
Are there any dates you are not available? _____

## Employment/Volunteer History

List most recent experience first

Employer/Agency: _____
Dates of Employed/Volunteered: _____
Duties: 1. _____ 2. _____
3. _____ 4. _____
Employer/Agency: _____
Dates of Employed/Volunteered: _____
Duties: 1. _____ 2. _____
3. _____ 4. _____

## Other Information

Will you receive college credit for your internship? _____YES _____NO
Note your institution's internship requirements (total hours, tasks, outcomes, etc.) _____
_____
_____
All of our internship positions are unpaid, is this condition acceptable? _____YES _____NO
Where did you hear about Como Zoo's internship opportunities? _____

### In addition to this application, include:

- **Cover letter**
- **Resume, and**
- **Provide, or arrange to have submitted, two letters of reference/recommendation**

### 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  
comovolunteers@ci.stpaul.mn.us