

Recorded
Information
651.487.8200

Customer
Services Office
651.487.8201

AA-ADA-EEO
Employer

Thank you for your interest in a **Butterfly Exhibit Internship** at the Como Park Zoo and Conservatory. This internship is currently seasonally. Preference is given to applicants currently enrolled in a related field of study. School credit required.

Intern must:

- Be currently enrolled in a science major in a related field of study (Horticulture, Zoology, Biology etc)
- Be available for at least 20-32 hours per week
- Meet all qualifications listed in the position description (next page)



A complete intern application packet 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 from a professional within your primary field of study
- Completed Internship Application form (see below)

Deadlines for applications*:

Summer semester: March 15th

*applications will be received until all positions are filled

If you need more information contact:

Como Park Volunteer Services Office
comovolunteers@ci.stpaul.mn.us
651-487-8287

Saint Paul Parks
and Recreation



City of Saint
Paul

Mayor
Christopher B.
Coleman

Butterfly Exhibit Intern

Como Park Zoo & Conservatory is a public park which is visited by over 2.5 million people each year. Como's mission is to inspire the public to value the presence of plants and animals in our lives. Interns will gain valuable experience in handling all life stages of Lepidoptera, while maintaining a botanical display, and interacting with Como visitors at a seasonal butterfly exhibit. College credit is required.

DUTIES:

- Provide general upkeep of butterfly exhibit area
- Prepare fruit diet; clean and replenish host plant material in the larvae exhibit chamber
- Identify, inventory, inspect, record, pin, and release Lepidoptera as needed.
- Clean, disinfect and monitor the indoor pupae emergence chambers
- Monitor exhibit for compliance in USDA containment guidelines
- Perform tasks in outdoor environment in varied temperatures, high humidity, and precipitation
- Accurately answer visitor questions about Lepidoptera, plants and conservation
- Perform other duties as assigned



RESPONSIBILITIES:

- Demonstrate reliance and responsibility for working independently and as a team
- Demonstrate safe, professional and respectful manner in all work areas
- Practice and promote excellence in sanitary habits in food prep, care of animals and care of exhibit
- Work a pre-arranged schedule with weekly shifts of 5-8 hours at least 4 days (including weekends and holidays)
- Give advance notice for schedule changes and address work concerns to supervisor
- Understand and follow required Como Campus policies and procedures
- Become familiar with daily updates and happenings and know how to refer visitor queries

POSITION SPECIFICATIONS:

- Be enrolled as a science major in a related field of study (Zoology, Biology, Horticulture etc)
- Gain approval to earn college credit for internship
- Follow application procedures and timelines as specified
- Perform other duties as assigned

Application Procedure

Deadlines for applications: (applications will be received until all positions are filled)
 Summer semester: March 15th

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
- Completed Internship Application form (see below)

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 Services
1225 Estabrook Drive
St. Paul, MN 55103

Fax: 651-487-8278
Phone: 651-487-8252