

Thank you for your interest in the **Camp Director Internship** at Como Park Zoo and Conservatory. This is a summer internship opportunity. 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 35-40 hours per week, Monday-Friday, mid-May-September 2, 2011
- Meet all qualifications listed in the position description (next page).

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 from a professional in your primary field of study
- Completed Internship Application form (see below)

**Deadlines for application\*:**

Summer semester: March 15 (or until position is filled)

For more information contact:

Kate McNulty  
Intern/Volunteer Coordinator  
Como Park Volunteer Services Office  
Kate.McNulty@ci.stpaul.mn.us  
651-487-8287

Saint Paul Parks and  
Recreation



City of Saint Paul

Mayor  
Christopher B. Coleman





## COMO PARK ZOO & CONSERVATORY

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

### **Camp Director Intern**

Como Park Zoo & Conservatory is a public park which is visited by over two million people each year. Interns will have an opportunity to assist education staff with the development, implementation and evaluation of Camp Como summer camp programs at Como Park Zoo and Conservatory. Each year, Camp Como serves approximately 850 students ages 4-14.

#### **DUTIES:**

- Establish rapport with campers and their parents
- Lead camp games
- Assist with coordination of onsite field trips for campers
- Take live animal visitors into camp classrooms
- Assist camp staff during camp drop-off and camp pick-up
- Assist Camp Director with curriculum development
- Assist with behavioral and medical issues as needed
- Work independently and with others in a team collaboration

#### **RESPONSIBILITIES:**

- Assist Camp Director with day-to-day duties
- Supervise campers during lunch hour and during extended care hours with other staff and/or interns
- Assist with management of camper disciplinary issues as needed
- Bring live ambassador animals to camp classrooms as assigned
- Assist with prepping for camps (including snacks, crafts, experiments, games, etc)
- Assist with camp paperwork (i.e. sending camp confirmation packets, collecting camp paperwork and verifying accuracy, updating weekly and daily camp charts, etc)
- Work to gain an understanding of the Como plant and animal collections
- Understand and follow required Como Campus policies and procedures

#### **QUALIFICATIONS:**

- Be in pursuit of a bachelor's degree in education, biology, recreation or a related field
- Demonstrate excellent verbal and written communication skills
- Demonstrate flexibility, reliability and attention to detail
- Demonstrate responsibility in working with students of all ages, abilities, and cultures

#### **TIME COMMITMENT:**

35-40 hours per week, Monday- Friday, approximately 10:30 am-5:30 pm

#### **Application Procedure:**

**Deadlines for application:** (Applications will be received and reviewed until positions are filled.)

Summer: March 15 (or until position is filled)

#### **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)



COMO PARK  
ZOO & CONSERVATORY

## 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: 651-487-8287