COMO PARK
ZOO & CONSERVATORY

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 20-25 hours per week, Monday-Friday, mid-May-early-September
- 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:

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

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:

- Assist Camp Director with camp program management, coordination, and day-to-day camp duties.
- Assist Camp Director with coordination of onsite field trips, activities and games, and animal and plant ambassadors for campers; which includes communicating with zookeepers, gardeners, and education staff.
- Assist Camp Director with managing camp paperwork (i.e. sending camp confirmation packets, collecting camp paperwork and verifying accuracy, updating weekly and daily camp charts, etc).
- Assist Camp Director and camp instructors with management of behavioral and medical issues as needed.
- Provide positive, consistant customer service to campers and their parents.
- Assist camp instructors with prepping for camps (including snacks, crafts, experiments, games, etc).
- Supervise camp drop-off, pick-up, lunch supervision, and extended care as needed.
- Take on a leadership role within the Camp Como team and build strong relationships with camp instructors and volunteer camp assistants.
- Fill in for camp instructors when needed.
- Work to gain an understanding of Como's plant and animal collections.
- Follow required Como Campus policies and procedures.

QUALIFICATIONS:

- Be in pursuit of a bachelor's degree in education, environmental/outdoor education, recreation, youth development or a related field
- Demonstrate excellent verbal and written communication skills
- Demonstrate flexibility, reliability and attention to detail
- Demonstrate ability to work independently and as part of a team
- Demonstrate responsibility in working with students of all ages, abilities, and cultures

TIME COMMITMENT:

20-25 hours per week, Monday- Friday, morning or afternoon shift

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)

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? **List preferences:**

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
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