



## COMO PARK ZOO & CONSERVATORY

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

Thank you for your interest in the **Education Internship** at the Como Park Zoo and Conservatory. This internship is offered year-round with preference given to applicants currently enrolled in environmental education, biology, education, or a related field of study. College credit is optional.

### Intern must:

- Be currently enrolled in a related degree program
- Meet all time commitments and qualifications



### A complete 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)

Saint Paul Parks  
and Recreation



City of Saint  
Paul

Mayor  
Christopher B.  
Coleman

### **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:

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

# Education Intern

Como Park Zoo & Conservatory is visited by more than 1.5 million people each year. Como's mission is to inspire the public to value the presence of plants and animals. Interns will have a volunteer opportunity for the rewards and challenges of helping to create and implement a variety of education programs for all ages. College credit is optional but preferred.

## **DUTIES:**

- Assist education staff with the development, facilitation and evaluation of Como Park Zoo & Conservatory education programs
- Encourage visitors of all ages to learn about the zoo and conservatory, its exhibits/displays, the relationships between plants, animals, and humans through interactive learning
- Promote the interest of plants, animals and humans through interactive learning
- Practice effective interpretive techniques, present accurate information, encourage visitor participation, and assist with visitor needs
- Research educational resources for curriculum design and development of plant and animal fact sheets
- Educate Como visitors about plant and animal adaptations
- Assist or lead story time and interpretive talks

## **QUALIFICATIONS:**

- Be in pursuit of a bachelors degree in environmental education, biology, education, or a related field
- Demonstrate excellent verbal and written skills and high quality work
- Demonstrate ability to work with people of all ages, abilities, and cultures
- Understand and follow required Como Campus policies and procedures
- Actively work to gain an understanding of the Como plant and animal collections

## **TIME COMMITMENT:**

- Summer: Minimum of 20 hours per week, with weekday, weekend, and some evening shifts
- Fall/Spring: Minimum of 10 hours per week, with weekday, weekend, and some evening shifts.

## **Application Procedure:**

**Deadlines for applications:** (applications will be received until all positions are filled)

Fall Semester	August 15th
Spring semester:	November 15th
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)
_____