

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 degree program
- Be available for at least 10 hours per week or at least 20 hours per week for mid-May –Labor Day
- Meet all qualifications listed in the position description (next page).

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)

Deadlines for applications*:

Fall Semester August 15th
Spring semester: November 15th
Summer semester March 15th

*applications will be received until all positions are filled

Saint Paul Parks
and Recreation



City of Saint
Paul

Mayor
Christopher B.
Coleman



If you need more information contact:

Como Park Volunteer/Intern Services Office
comovolunteers@ci.stpaul.mn.us
651-487-8252

Education Intern

Como Park Zoo & Conservatory is visited by more than 2 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 preferred but optional.

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.
- Assist or lead story time and interpretive talks.
- Work independently and collaboratively with others.

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:

Internship Application available to download at:
www.como-zooconservatory.org/support

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 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
comovolunteers@ci.stpaul.mn.us