



COMO PARK ZOO & CONSERVATORY

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

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

Intern must:

- Be currently enrolled in a degree program
- Be available for at least 15-20 hours per week from May -September
- Meet all qualifications listed in the position description (next page)



A complete Como 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)

Saint Paul Parks
and Recreation



City of Saint
Paul

Mayor
Christopher B.
Coleman

Deadlines for applications*:

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



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ENRICHMENT INTERN

The Enrichment Internship is designed to be a volunteer career learning experience with Como Zoo's enrichment program and will work with all animal areas. Interns will gain first hand experience in data collection, animal observation, and enrichment design. College credit is required for 12 weeks and a minimum of 15-20 hours per week.

Duties:

- Assist with animal observations for the enrichment program
- Assist with developing species specific animal history profiles
- Assist with enrichment documentation
- Help place and design new enrichment items when applicable
- Research new ideas for enrichment in all areas
- Assist all areas of the zoo with their enrichment needs
- Participate in a special project – proposed by intern or zoo staff that may involve designing an enrichment item
- Perform other duties as assigned



Qualifications:

- Currently be in a degree program in zoology, biology or a related field
- Available to work weekdays, weekends, and holidays
- Obtain prior approval for college credit for the internship
- Demonstrate high quality work independently or with a team

Application Procedure

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

Summer semester: March 15th

Requirements: (You application is not complete until all items are received)

- Cover letter indicating reasons for interest in an internship at Como Zoo
- 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