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)

**Deadlines for applications**:  
Summer semester: March 15th
*Applications will be received until all positions are filled

If you need more information contact:

Mayor  
Christopher B. Coleman
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)
# 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            Fax: 651-487-8278
St. Paul, MN 55103                   Phone: 651-487-8252
comovolunteers@ci.stpaul.mn.us