

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

Intern must:

- Be currently enrolled in a degree program
- Be available for at least 15-20 hours per week for 12 weeks
- 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*:

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:

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

Saint Paul Parks
and Recreation



City of Saint
Paul

Mayor
Christopher B.
Coleman

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 preferred but not required.

Duties:

- Assist with animal observations for the enrichment program
- Assist with developing species specific animal behavior 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
- Demonstrate high quality work independently or with a team

Application Procedure

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

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

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
St. Paul, MN 55103

Fax: 651-487-8278
Phone: 651-487-8252
comovolunteers@ci.stpaul.mn.us