

Thank you for your interest in the **Hoofstock 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 between 8am-4:00pm weekly
- Meet all qualifications listed in the position description (next page)
- Receive college credit for the internship

A complete 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 submitted by a college instructor with knowledge of your academic performance and commitment to your major
- 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

For 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



## Hoofstock Intern

This Como Zoo Internship is designed to provide career learning in husbandry, operant training, enrichment, data collection and food preparation. At the current time, the species at Como Zoo areas are: Giraffe, Zebra, Lesser Kudu, Bison, Reindeer, Dall's Sheep, Arctic Fox, Ostrich, Crowned Crane and Yellow-billed Stork. This position is unpaid and requires college credit.

### DUTIES:

- Assist with daily feeding and husbandry for all animals in the hoofstock buildings
- Assist with enrichment activities and operant conditioning training
- Assist with routine record keeping and participate in weekly veterinary consultation
- Provide routine animal observation; reporting any concerns to the keepers on duty
- Meet all standards for cleanliness and safety in all Hoofstock areas
- When necessary participate in special projects
- Perform other duties as assigned

### RESPONSIBILITIES:

- It is the student's responsibility to determine if college credit is available through his/her program
- Intern will demonstrate safe, professional and respectful behavior in all work areas
- Follow established policies and procedures when working on Como Campus
- Address issues and concerns in a timely and professional manner
- Work pre-arranged shift (minimum: 15-20 hours per week on pre-arranged shift schedule)
- Give advanced notice for shift changes
- Fulfill all training requirements and provide feedback

### QUALIFICATIONS:

- Currently be in a degree program in entomology, zoology, biology or a related field with preference given to those interested in a career in zoo keeping/ animal care
- Be available to work weekdays, weekends and holidays
- Demonstrate ability to work independently or with a team
- Ability to lift objects in excess of 50 lbs. daily
- Ability to periodically lift objects in excess of 70 lbs
- Have no allergies to hay, wood chips or animal fur

# 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? <b>List preferences:</b>
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  
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