

Thank you for your interest in the **Horticulture Internship** at the Como Park Zoo and Conservatory. This internship is offered year round with preference given to applicants enrolled in horticulture, landscaping, botany, or a related field of study. College credit is optional.

Intern must:

- Be currently enrolled in a degree program
- Meet all time commitments and qualifications



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)

Saint Paul Parks and
Recreation



City of Saint Paul

Mayor
Christopher B.
Coleman

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

Horticulture Intern

Como's Horticulture Internship is designed as a volunteer career learning experience. Under staff supervision, interns will assist Marjorie McNeely Conservatory Gardeners in the preparation of floral displays and regular rotation of floriculture stock. Interns provide care and maintenance of plants in the public display areas and the production range. Staff will also work with interns who are interested in special projects. College credit is preferred but not required. Internships are available year round with a minimum commitment of 15 hours weekly with an early morning start time; work week is negotiable.

DUTIES:

- Transplanting, weeding, trimming, and deadheading herbaceous plants, both indoors and outdoors
- Preparation of plants for floral displays
- Preparation of soils, plant maintenance and sanitation in greenhouse production areas
- Plant maintenance and sanitation in public areas
- Flower display changes
- Special projects - as assigned and negotiated with Horticulture staff
- Assist with record keeping as requested

QUALIFICATIONS:

- Have one to three years undergraduate work in floriculture, horticulture, plant biology or related field
- Be able to perform assigned tasks in variable weather conditions, to work alone and in teams
- Must enjoy working with plant material and be self motivated
- Have the physical ability to stand, stoop, bend, reach, and lift up to 50 pounds

Application Procedure:

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