

Thank you for your interest in the **Japanese Garden Internship** at the Como Park Zoo and Conservatory. This position is designed as a career learning experience in a unique botanical setting and is offered in the late spring and summer season with preference given to applicants enrolled in horticulture, landscaping, botany, or a related field of study. Position is unpaid; college credit is optional.

Intern must:

- Be currently enrolled in a related degree program
- Meet all qualifications and requirements
- Be available May through Labor Day
- Submit Como Application materials as required

Deadlines for applications*:

Summer semester: March 15th

*application dead line maybe extended until all positions are filled

If you need more information contact:

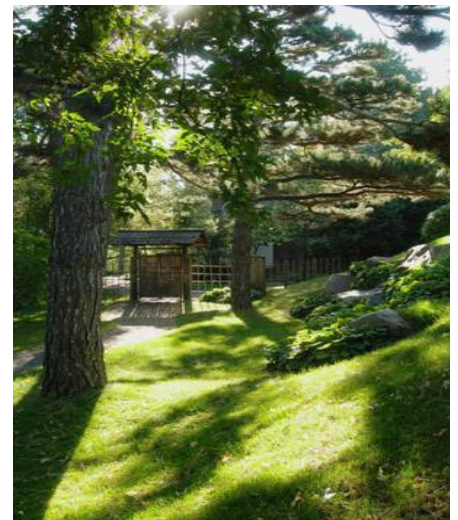
Como Park Volunteer/Intern Services Office
comovolunteers@ci.stpaul.mn.us
651-487-8252

Saint Paul Parks and
Recreation



City of Saint Paul

Mayor
Christopher B.
Coleman



Japanese Garden Intern

This internship is designed as a career learning experience in an established cultural botanical setting. This intern will assist Horticultural staff in the care and maintenance of the Charlotte Partridge Ordway Japanese Garden at Como Park and learn its unique aesthetics. College credit is preferred but not required. Internships are available spring and summer with a minimum commitment of 15 hours a week; early morning weekday shifts required.

DUTIES:

- Outdoor garden maintenance of Japanese Garden and Tea Garden to include:
 - weeding, pruning, raking, shrub shearing
 - watering, pool cleaning and grass cutting with a push mower
- Follow arranged work schedule
- Special projects - as assigned and negotiated with Horticulture staff
- Assist with record keeping and plant labeling as requested

QUALIFICATIONS:

- Have minimum of one year undergraduate work in nursery, landscaping, horticulture or related field.
- Be able to perform assigned tasks in variable weather conditions, work alone and with others.
- Have the physical ability to stand, stoop, bend, reach, and lift up to 50 pounds

Application Procedure:

Deadlines for applications:

Spring/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



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