

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

Intern must:

- Be currently enrolled in a degree program
- Be available for at least 10 hours per week or at least 20 hours per week for mid-May –Labor Day
- Meet all qualifications listed in the position description (next page).

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 from a professional in your primary field of study
- Completed Internship Application form (see below)

**Deadlines for application\*:**

Summer semester: March 15th  
Fall semester: August 15<sup>th</sup>  
Spring semester: November 15th

For more information contact:

Kate McNulty  
Intern/Volunteer Coordinator  
Como Park Zoo and Conservatory  
Kate.McNulty@ci.stpaul.mn.us  
651-487-8287

Saint Paul Parks and  
Recreation



City of Saint Paul

Mayor  
Christopher B. Coleman





## COMO PARK ZOO & CONSERVATORY

1225 ESTABROOK DRIVE SAINT PAUL MINNESOTA 55103 WWW.COMOZOOCONSERVATORY.ORG

### Public Programs Intern

Como Park Zoo & Conservatory is a public park which is visited by nearly two million people each year. Interns will have an opportunity to assist education staff with the development, facilitation and evaluation of free public programming at Como Park Zoo and Conservatory. Public programs include story times, zookeeper and gardener talks, and animal training presentations.

#### **DUTIES:**

- Perform as a costumed character during weekly story times or narrate existing story times.
- Assist zookeepers and gardeners with brief public daily presentations.
- Ad lib from script for daily public presentations at seal and sea lion training sessions.
- Engage visitors of all ages with effective interpretive techniques as they view exhibits and displays.
- Work independently and collaboratively with others in a team.

#### **RESPONSIBILITIES:**

- Research educational and literary resources for story time development.
- Create story time scenery, props and costumes using creativity and artistic skills.
- Present accurate and entertaining information on plants, animals, and their adaptations.
- Incorporate humor, creativity, and a personal approach with Como audiences.
- Learn about seal and sea lion and polar bear biology, behavior, and husbandry techniques from education staff and marine mammal trainers.
- Actively work to gain an understanding of the Como plant and animal collections.
- Understand and follow required Como Campus policies and procedures.

#### **QUALIFICATIONS:**

- Be in pursuit of a bachelors degree in education, biology, communication, theater, or a related field.
- Demonstrate excellent verbal and written skills and produce high quality work.
- Have experience with public speaking.
- Demonstrate ability to work with people of all ages, abilities, and cultures.

#### **TIME COMMITMENT:**

Minimum of 10-20 hours per week between 10 – 4pm, with weekday and weekend shifts.

#### **Application Procedure:**

**Deadlines for application:** (Applications will be received and reviewed until positions are filled.)

Summer: March 15<sup>th</sup>  
Fall semester: August 15<sup>th</sup>  
Spring semester: November 15<sup>th</sup>

#### **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)



COMO PARK  
ZOO & CONSERVATORY

## 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 Information

What internship(s) are you interested in? _____
_____
Reason(s) why you applied at Como Zoo: _____
_____
You ideal internship would provide experience in what areas? _____
_____
_____
What are your institutions internship requirements? (hours, tasks, timeframe, ect.) _____
_____
Between what dates are you available? _____
Are there any dates you are not available? _____

**Employment History** (May include both paid and volunteer experience)  
Please list most recent experience first

Employer/Agency: _____
Dates of Employment: _____
Duties: 1. _____ 2. _____
3. _____ 4. _____
Employer/Agency: _____
Dates of Employment: _____
Duties: 1. _____ 2. _____
3. _____ 4. _____

**References**

1. Name: _____ Phone: _____
Relationship: _____ Years know: _____
2. Name: _____ Phone: _____
Relationship: _____ Years known: _____

**Other Information**

Will you receive college credit for your internship? _____
Do you have a valid driver's license? _____
All of our internship positions are unpaid, is this condition acceptable? _____
Where did you hear about Como Zoo's internship opportunities? _____
_____
Emergency Contact: (Name, Relationship, Phone Number)
_____

**PLEASE ATTACH COVER LETTER AND RESUME**

**RETURN TO:**

Como Park Zoo & Conservatory  
Como Park Volunteer Services  
1225 Estabrook Drive  
St. Paul, MN 55103

Fax: 651-487-8278  
Phone: 651-487-8287