

Thank you for your interest in the **Tropical Encounters 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 4 four hour shifts between 8am-4:00pm each week
- 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

If you need more information contact:

Kate McNulty
Como Park Volunteer Services Office
Kate.McNulty@ci.stpaul.mn.us
651-487-8287

Saint Paul Parks and
Recreation



City of Saint Paul

Mayor
Christopher B.
Coleman





Tropical Encounters Intern

This Como Zoo Internship is designed to provide career learning in animal husbandry, data collection, and food preparation for the animals in Como's Tropical Encounters Exhibit. Interns will work with a variety of species including birds, small mammals, amphibians, reptiles and invertebrates. This position is unpaid and will require college credit.

DUTIES:

- Assist with daily diet preparation
- Assist with daily feeding and husbandry for the animals in the Tropical Encounters Exhibit, holding areas and the Bird Yard
- Provide enrichment for the animals in Tropical Encounters exhibit and holding areas
- Assist with routine record keeping and participate in weekly veterinary consultation
- Provide routine animal observation; reporting any concerns to the keepers on duty
- Perform other duties as assigned

RESPONSIBILITIES:

- Intern will demonstrate safe, professional and respectful behavior in all work areas
- Follow established policies and procedures when on Como Campus
- Address issues and concerns in a timely and professional manner
- Work pre-arranged shift, (4 hour periods between 8-4:00, at least 4 days per week)
- Give advanced notice for shift changes
- Fulfill all training requirements and provide feedback

QUALIFICATIONS:

- Currently be in a degree program in zoology, biology or a related field with preference given to those interested in a career in zoo keeping
- Be available to work weekdays, weekends and holidays
- Obtain prior approval to secure college credit for the internship
- Demonstrate high quality 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

NOTE: As a matter of policy and procedure interns will NOT be able to touch or hand-feed animals.



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