



COMO PARK ZOO & CONSERVATORY

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

Thank you for your interest in the **Water Garden Internship** at the Como Park Zoo and Conservatory. This internship is offered for the summer semester 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 degree program
- Meet all qualifications and requirements
- Be available May – Labor Day

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
- Completed Internship Application form (see next page)

Deadline for applications:

Summer semester: March 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





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ZOO & CONSERVATORY

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Water Garden Intern

Como's Water Garden Internship is designed as a volunteer career learning experience in a unique botanical setting. Under staff supervision, interns will assist Marjorie McNeely Conservatory Gardeners in the preparation of water displays and regular seasonal care and maintenance. Interns will work with a variety of aquatic plants including water lilies, lotus, Victoria water platters and other species. College credit is preferred but not required. This internship is available spring and summer with a minimum commitment of 15 hours Monday-Friday with an early morning start time; work week is negotiable.

DUTIES:

- Propagation and maintenance of aquatic plants for water garden displays
- Assist with spring installation of seasonal exterior water display
- Assist with display maintenance including grooming, deadheading, algae removal and fertilizing
- Plant maintenance and sanitation in public areas
- Follow work schedule as arranged or make timely notification of any change
- 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 or with others
- Must enjoy working with variety of plant material and water garden displays
- 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)

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)



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

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