



COMO PARK ZOO & CONSERVATORY

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:

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

Saint Paul Parks and
Recreation



City of Saint Paul

Mayor
Christopher B.
Coleman



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)

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