



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

Thank you for your interest in the **Youth Education Internship** at Como Park Zoo and Conservatory. This is a summer internship opportunity for undergraduate students. College credit is optional.

Intern must:

- Be currently enrolled in a related field of study.
- Be available for 30 hours per weekdays, May-late August.
- Meet all application requirements.

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 Como Internship Application form.

Deadlines for application*:

Summer semester: March 15 (or until position is filled)



For more information contact:

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

Saint Paul Parks
and Recreation



City of Saint Paul

Youth Education Intern

DUTIES:

- Assist with training of Nature Walk volunteers.
- Assist with preparation and care of props and bio facts for interpretive carts.
- Assist Nature Walk Lead Education staff with day-to-day operation of Nature Walk Program.
- Model effective interpretive techniques, presentation of accurate information, engagement of visitors and proper care of live animals and props.
- Work independently and with others for the success of the program.
- Address youth volunteer performance issues or concerns with Lead Education staff in a timely manner.

RESPONSIBILITIES:

- In a timely manner gain knowledge of Como Campus locations, attractions and visitor amenities.
- Establish positive rapport with Nature Walk youth and oversee daily assignments
- Initiate delivery of program animals to interpretive carts for the day as assigned.
- Provide support to youth in care of animals, retrieve at end of day and clean enclosures.
- Continuously 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 bachelor's degree in education, biology, recreation or related field. Demonstrate effective communication skills and leadership in directing youth.
- Demonstrate flexibility, reliability and experience working with the public.

BENEFITS:

- Learn about all aspects of Como Park Zoo and Conservatory.
- Gain valuable on the job experience to enhance undergraduate field of study.
- Learn good practices in animal handling of small mammals, amphibians, reptiles and invertebrates.
- Receive a 10% discount at Garden Safari Gift Shop during internship.



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