

Thank you for your interest in the **Marine Animal Internship** at the Como Park Zoo and Conservatory. This internship is currently offered in the summer and winter. 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 25 hours per week for summer semester and at least 15 hours for fall and winter semesters.**
- Meet all qualifications listed in the position description (next page)
- Receive college credit for the internship



A complete Como 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
- Verification that college credit will be granted for the internship
- Completed Internship Application form (see below)

**Deadlines for applications:**

Summer semester: March 15th  
Fall Semester: August 15th  
Winter Semester: November 15th

If you need more information contact:

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

Saint Paul Parks and  
Recreation



City of Saint Paul

Mayor  
Christopher B.  
Coleman

## Marine Animal Intern

The marine animal internship is designed to be a volunteer career learning experience with Como's African penguins, tufted puffins, harbor seals, California sea lions and polar bears. Interns will gain first hand experience in data collection, food preparation, exhibit maintenance, public presentations, and husbandry. College credit is required for 12 weeks and a minimum of 25 hours per week May through September or 15 hours per week for fall and winter semesters.

### DUTIES:

- Meet all cleanliness and safety standards in all areas supporting the marine animal collection
- Assist with daily diet preparation
- Assist with daily feeding and husbandry for African Penguins and Tufted Puffins
- Provide enrichment for all marine animals
- Assist with routine record keeping and participate in weekly veterinary consultation
- Narrate a combination of daily Island Training demonstrations, keeper talks, and/or Sparky shows
- Provide routine animal observation; reporting any concerns to the keepers on duty
- Participate in a special project – proposed by intern or zoo staff
- Perform other duties as assigned



### QUALIFICATIONS:

- Currently be in a degree program in zoology, biology or a related field with preference given to those interested in a career with marine mammals
- Be available to work weekdays, weekends, days, and holidays
- Obtain prior approval for 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
- Be able to endure exposure to cold temperatures on a regular basis

### **Application Procedure:**

**Deadlines for applications:** (Applications will be received until all positions are filled)

Summer semester: March 15                      Winter Semester: November 15

Fall Semester: August 15

### **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 a professional within your 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? <b>List preferences:</b>
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? <input type="checkbox"/> YES <input type="checkbox"/> NO
Note your institution's internship requirements (total hours, tasks, outcomes, etc.) _____
_____
_____
_____
All of our internship positions are unpaid, is this condition acceptable? <input type="checkbox"/> YES <input type="checkbox"/> 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