



# COMO PARK ZOO & CONSERVATORY

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

Recorded  
Information  
651.487.8200

Customer  
Services Office  
651.487.8201

AA-ADA-EEO  
Employer

Thank you for your interest in the **Education Internship** at the Como Park Zoo and Conservatory. This internship is offered year-round with preference given to applicants currently enrolled in environmental education, biology, education, or a related field of study. School credit is optional.

### Intern must:

- Be currently enrolled in a degree program
- Meet all time commitments and qualifications listed in the position description (next page)



### A complete 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 Internship Application form (see below)

### **Deadlines for applications\*:**

Fall Semester	August 15th
Spring semester:	November 30th
Summer semester	March 15th

\*applications will be received until all positions are filled

Saint Paul Parks  
and Recreation



City of Saint  
Paul

Mayor  
Christopher B.  
Coleman

### If you need more information contact:

Steve Kane  
Como Park Volunteer Services Office  
steve.kane@ci.stpaul.mn.us  
651-487-8252



## COMO PARK ZOO & CONSERVATORY

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### Education Intern

Como Park Zoo & Conservatory is visited by more than 1.5 million people each year. Como's mission is to inspire the public to value the presence of plants and animals. Interns will have a volunteer opportunity for the rewards and challenges of helping to create and implement a variety of education programs for all ages. College credit is optional but preferred.

#### **DUTIES:**

- Assist education staff with the development, facilitation and evaluation of Como Park Zoo & Conservatory education programs
- Encourage visitors of all ages to learn about the zoo and conservatory, its exhibits/displays, the relationships between plants, animals, and humans through interactive learning
- Promote the interest of plants, animals and humans through interactive learning
- Practice effective interpretive techniques, present accurate information, encourage visitor participation, and assist with visitor needs
- Research educational resources for curriculum design and development of plant and animal fact sheets
- Educate Como visitors about plant and animal adaptations
- Assist or lead story time and interpretive talks



#### **QUALIFICATIONS:**

- Be in pursuit of a bachelors degree in environmental education, biology, education, or a related field
- Demonstrate excellent verbal and written skills and high quality work
- Demonstrate ability to work with people of all ages, abilities, and cultures
- Understand and follow required Como Campus policies and procedures
- Actively work to gain an understanding of the Como plant and animal collections

#### **TIME COMMITMENT:**

- Summer: Minimum of 20 hours per week, with weekday, weekend, and some evening shifts
- Fall/Spring: Minimum of 10 hours per week, with weekday, weekend, and some evening shifts.

#### **Application Procedure:**

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

Fall Semester	August 15th
Spring semester:	November 30th
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  
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? _____
_____
_____

**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: 651-487-8252