



PATHWAYS TO EMPLOYMENT

Horticulture Apprenticeship

Thank you for your interest in the **Horticulture Apprenticeship** position at Como Park Zoo and Conservatory, funded through St Paul's Right Track program. This Apprenticeship is a year-long commitment with the option to extend to a second year, preference is given to City of St Paul residents.

Apprentice requirements:

- Be a City of St Paul resident
- Come from a cost burdened household and/or have a barrier to employment
- Interest in horticulture
- 18- 24 years old

A completed application includes:

- Cover letter indicating reasons for interest in an Apprenticeship at Como
- Resume summarizing educational and employment experiences
- Two letters of recommendation, preference on one being from someone who can speak to your commitment to horticulture
- Completed application form

Applications are open until position filled, with priority to applicants submitted on or before May 1st for a start date of mid- June.

If you need more information don't hesitate to reach out,

Lianna Sanders, Project Manager

Lianna.Sanders@ci.stpaul.mn.us

651-487-8290 (office) 651-360-9549 (cell)

Horticulture Apprenticeship

This apprenticeship at Como Park Zoo and Conservatory is designed to provide necessary experience to obtain a job as a Horticulturist. Apprentices gain career learning in plant maintenance, greenhouse production, and preparing floral displays as well as ongoing professional skills trainings. This is a paid opportunity through Right Track and the City of St Paul, Apprentices will receive \$15.19/hour.

Duties

- Plant maintenance in public display areas
- Transplanting, weeding, trimming, and deadheading herbaceous plants both indoors and outdoors
- Preparation of plants for floral displays
- Preparation of soils, plant maintenance, and sanitation in greenhouse production areas
- Assist with record keeping
- Perform other duties as assigned

Responsibilities

- Demonstrate safe, professional, and respectful behavior in all work areas
- Follow established policies and procedures when working on Como Campus
- Address issues and concerns in a timely and professional manner
- Work a pre-arranged shift, up to 40 hours/week in the Summer and up to 20 hours/week during the School Year
- Give advanced notice for shift changes
- Fulfill all training requirements and provide feedback

Qualifications

- Currently pursuing a career or degree in horticulture, floriculture, plant biology, or a related field
- Meet a household income requirement and/or have a barrier to employment. Preference given to City of St Paul residents.
- Ability to commit to Apprenticeship for a minimum of one year, option to extend to a second year
- Be available to work weekdays, weekends, and holidays
- Demonstrate high quality ability to work independently or with a team
- Ability to move objects in excess of 50 lbs. daily



Apprenticeship Application

Please type or print clearly

Please submit this application along with a letter of interest, resume, and 2 letters of recommendation. Preferable that the materials are submitted as a complete packet, letters of recommendation can be sent directly by their authors. Incomplete application packets will not be considered for an Apprenticeship. Preference to applications sent in prior to May 19th, 2023.

Personal Information:

Name: _____ Birthdate: _____

Email: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Education:

High School/College/University _____

Year in School: _____

Course concentration/ Major: _____

Career Goal(s): _____

Are you receiving credit for your Apprenticeship? **YES** **NO**



Household Income Level:

Number of people in your household including yourself: _____

Income range (*circle one*):

- | | | |
|-------------------|-------------------|-------------------|
| \$54,951 or less | \$54,951-\$62,801 | \$62,801-\$70,651 |
| \$70,651-\$78,501 | \$78,501-\$84,801 | \$84,801-\$91,101 |
| \$91,101-\$97,351 | \$95,351-103,651 | |

Barrier to Employment:

Check all that apply. Checking off any barrier does not disqualify you from employment.

- I am pregnant or parenting
- English is my second language, I am learning English
- I did not finish High School or am significantly behind on credits
- I am currently involved in the juvenile justice system or have a criminal record
- I am receiving public assistance or group home services
- I have a physical or learning disability
- I am in transition (ie, experiencing houselessness, or do not have a permanent address)
- Myself or someone in my home uses substances
- I am deficient in basic skills
- I am in the foster care system

Please submit completed application packet via email or postal mail to:

Como Park Zoo and Conservatory
Attn: Lianna Sanders
1225 Estabrook Dr
St Paul, MN 55103
Lianna.Sanders@ci.stpaul.mn.us