Thank you for your interest in the Horticulture Apprentice 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 Park
- 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 1<sup>st</sup> 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 Apprentice

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.

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