



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.

Apprenticeship 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.

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