

**Cheyenne Mountain Zoo Auxiliary**  
**Job Description – 2023-2024**

**Position Title:** Field Trip Coordinator

**Reports to:** President Elect

**Position Summary:** Plans 3-6 field trips that occur during the docent year (June-May).

**Responsibilities and Duties:**

- Consult the Auxiliary calendar and CEC Chair prior to choosing a date to minimize conflicts and get the greatest participation. Avoid dates from mid-April through May during the week (weekends are okay) because of tours and safaris.
- Provide an early list of proposed trips along with estimated dates (e.g., early March, mid October).
- Plan some of the trips for weekends to facilitate participation of docents that are still working full-time.
- Provide actual field trip dates as early as possible so docents can plan accordingly.
- Choose trips that were suggested by docents along with other resources or activities in the area.
- It's always fun to plan one activity out of town.
- Tell docents in advance of potential costs, such as donation or entry fees, parking, etc.
- Inform docents about the field trips and how to sign up for them in Zooline, with an Auxiliary email, and in person at the docent meetings. Clarify if spouses and friends can attend.
- Bring sign-up sheets to docent meetings. Be sure to limit signups if the field trip is limited to a certain number. If the signup is limited, docents get priority over spouses and friends.
- Organize carpools and a lunch for each field trip that is a single day trip.
- Follow up each field trip with a sincere thank you to the person who helped or a gift if the organization was extensive. A handwritten thank you is greatly appreciated.
- Provide a report to the Auxiliary president as soon as possible and no later than the middle of May.
- Keep in mind that you can't please everyone. Just do your best!
- Have fun!