

CHEYENNE MOUNTAIN ZOO AUXILIARY

Recruitment Chair Job Description 2023-2024

Position Title: Recruitment Chairs

Reports to: Auxiliary President, Education Chair & Education Committee

Position Summary: There are two co-chairs each serving a two year term. The terms are staggered.

The Recruitment Co-Chairs interview potential docents for the training class that begins in January of the following year. Interviews are done with the advice of the Vice-President of Education and Vice President Education Elect.

Responsibilities and Duties:

1. Review and update (when needed) Docent Application.
2. Coordinate the time of placement of Docent Applications on the CMZ Auxiliary Website.
3. Contact each applicant by email or phone call (or both) after receipt of application. Introduce a brief overview of the Docent Program including **an emphasis on the initial time commitment for training and certification**, also including service hours, uniform requirements, CMZ membership requirement, and a fee for a required background check. Mentors will be assigned during the training process. If accepted into the program there is a \$40.00 fee for a background check which is non-refundable. However, if the applicant passes the background check the fee is credited to help pay for the Docent Manual and uniforms.

4. Explain that interviews will be conducted in July and encourage the applicant to contact the recruiter with any further questions.
5. Divide interviews and responsibilities for contacting applicants for interviews between Co-Chairs
6. The Co-Chairs will schedule applicant interviews for **July**.
7. Coordinate interviews with the Education Chair or Chair-Elect as a courtesy so that one may sit and observe the interviews.
8. Extend an invitation to accepted applicants by letter in **August**. The letter includes a Release and Waiver of Claims, a CMZ social media and Online Communications Policy form, and a request for a non-refundable check of \$40.00 to cover a background investigation and then applied to the cost of the CMZ Docent Manual and uniforms if the background check is passes. This letter includes the name and address of the Recruitment Chair and a due date for the check to be received.
9. Send applicant background information (first/last name and e-mail address) to Stacy, after receiving background check fee. Send all background checks to Auxiliary Treasurer. (See Timeline)
10. Send letters of regret by e-mail to those applicants not accepted into the program.

Time Requirements for Recruitment Chairs:

1. Attend two board meetings a year.
2. Attend Education Committee meetings.
3. Maintain Recruitment notebook.

Timeline:

1. Accept decent applications for the following year from **February-June. (This timeline may change)**
2. **June** – develop a schedule for interviews to be held in July.
3. Hold interviews in **July**.
4. Send letters of acceptance/rejection in **August. Letter or email for rejection?**
5. Send background check information to Stacy and check fees to Auxiliary Treasurer in **August**.