

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

Position Title: Safari Coordinator

Reports to: VP Outreach

Position Summary: The Safari Coordinator is responsible for scheduling docents for all safaris. They are also responsible for inventorying and maintaining the kits used for the safaris, as well as managing which kits will be checked out to insure availability. Finally, each month they report service hours to the Service Registrar.

Responsibilities and Duties:

- 1. The safari coordinator is responsible for scheduling docents for all safaris, under the direction of the VP Outreach. Only docents certified for the given safari may be booked.**
- 2. After being trained on Sign Up Genius, the safari coordinator creates sign ups that advertise upcoming safaris. It is best to advertise 2 weeks in advance of the safari to ensure coverage.**
- 3. After the slots have been claimed, the safari coordinator sends out an email containing all pertinent information about the safari to the assigned docent(s).**
- 4. Kits are also assigned at this time, and care needs to be taken to coordinate which kits will be checked out when. A calendar of kit assignments is helpful in making sure there are kits available for needed safaris. If issues arise throughout the year with kits, solve those problems to make sure kits are in good working order.**
- 5. If there is difficulty filling a safari, make phone calls to safari docents and solicit help from the VP Outreach in order to fill vacancies.**
- 6. Maintain a record of service hours of all docents participating in safaris and send a monthly report to the Service Registrar. Also keep track of the volunteer hours needed to complete all these responsibilities.**
- 7. Conduct inventories and maintain kits, once during the summer before safaris and tours begin in the fall, and once during the winter before spring safaris begin.**
- 8. Send an end of year report to the CMZA president including the number of programs given, number of docents participating, number of schools and student served, and the types of programs given.**
- 9. Attend meetings as needed.**
- 10. Meet with the new Safari Coordinator at the beginning of the new docent year to help train and go over procedures and explain the process. Remain available to that person as needed.**