

Cheyenne Mountain Zoo Auxiliary
Job Description – 2023-2024

Position Title: Special Events Coordinator

Reports to: VP On Grounds Programs

Position Summary:

The Special Events Coordinator works directly with zoo staff to coordinate the work done by docents for Special Events that are scheduled by the zoo. The requests can come from the following zoo staff: Special Events Manager (part of Marketing department), Membership Manager, Animal Keepers from any animal area at the zoo. Requests can come in the form of an email, or as a work order.

Watch for Special Events information on the Zoo website, and if you have not received any request for help with an event, it is a good idea to reach out to the appropriate area and ask if docent help is needed. Not all Special Events require docent help, but it is a good idea to ask. Zoo staff appreciates our checking in on this.

The Special Events Coordinator schedules docents to work the required stations/shifts using SignUp Genius. The coordinator also supplies sign in sheets at two places: 1. the kiosk located at the front of the zoo, and 2. the DRC. After an event, the coordinator needs to collect these sheets. Use these sheets to create a monthly list of docent names and hours worked for Special Events. This list is sent (via email) to the Service Registrar, the President of the Auxiliary and the VP of On Grounds Programming. The president of the Auxiliary specifically needs the total number of docents and total number of hours worked for Special Events for each month. Retain the physical sign in sheets until the end of the docent year in case a docent has an issue with recorded hours worked.

Responsibilities and Duties:

Communicate with Zoo staff to coordinate docent responsibilities for Special Events.

Gather information from zoo staff including the following:

- How many stations/tables required
- Location of each station/table
- Number of docents required for each station/table
- Any directions needed for each table (instructions for games etc.)
- List of materials needed and who will supply them
- The date and start/stop time of the event

Send out Informational email to docents with the above information and a date/time for when the SignUp Genius will be released.

Create the SignUp using the above information and create a release date that is listed in the heads-up email. Also, schedule a SignUp Genius email to be sent at the same time the SignUp is released, so that docents will see the email, and can sign up from there.

Make sure you have the logistics figured out for the event, such as who will pick up materials, biofacts, tablecloths etc. Verify that tables and chairs will be set up prior to the event.

The SignUp Genius report function is very helpful, but optional. An Excel spreadsheet can be generated from a report. Docent email addresses can then be retrieved from the spreadsheet to send emails to those signing up for a specific event, so that instructions can be provided if necessary.

The Special Events Coordinator is expected to train the docent who follows behind them.