

**Cheyenne Mountain Zoo Auxiliary**  
**Job Description – April 16, 2024**

Position Title – Vice President Education-elect

Reports to - Vice President Education

Position Summary: Assists the Vice President Education with the docent training class. If the VP Education is unable to complete the full term, the VP-elect assumes the office of VP Education.

Responsibilities and Duties:

- The VP-elect attends the Executive Board meeting and the Education Board meeting.
- Attend all docent training classes
- Responsible for ordering all uniforms and name tags for the trainees and docents. At present, the uniforms are ordered from Tayco Scree Printing & Embroidery and the name tags are ordered from C&A Trophies. The ordering is done in February. The orders must be submitted in time to ensure that the trainees receive their uniforms prior to the completion of the training class
- Assist the VP Education with ordering and distribution of new manuals. The manuals are ordered from the print shop for School District Eleven. An order form should be prepared and distributed at the November board, and docent meetings so that docents can order replacement manuals if desired.
- Prepare sign-up sheets for the trainees for snacks for the training sessions
- Make sure the Safari Lodge or other class location is properly set-up before the class begins each week
- Assist with grading the weekly quizzes
- Obtain and review the trainee class evaluation forms for use in conducting the class the following year.
- Assist in scheduling and other activities to ensure that the trainees get certified
- Other tasks as assigned by the VP Education
- Prepare sign-up sheets for mentors and presenters for the June meeting
- Attend June meeting and graduation of the trainees.