

Cheyenne Mountain Zoo Auxiliary
Job Description – April 16, 2024

Position Title – Vice President Education

Reports to -CMZA President and Executive Board

Position Summary: This position is responsible for overseeing training and certification of new docents, coordinating with the CEC Chair to schedule the review of advanced tours as CECs and certification of docents on those tours, and scheduling other CECs. The VP Education must work closely with the VP Education Elect to accomplish these goals. The VP Education holds monthly meetings on the 4th Wednesday of each month with the Education Committee (membership specified in the Docent Manual). The VP Education attends the Board meeting on the 1st Wednesday of the month and gives reports on the progress of education matters. The VP Education prepares and submits a year end report to the CMZA President.

Responsibilities and Duties:

- The VP Education presides at all education committee meetings and sets the agenda. The meetings and agenda are published to the committee members and to the general docent population. The meetings are open to any docent who wishes to take part. The VP Education gives a report at each meeting summarizing the progress of the training and CECs.
- The VP Education attends monthly docent meetings and gives a report.
- Working with the VP Education Elect, sets the training schedule. Working with the CEC Chair, sets the schedule for CECs, including the review/certification on advanced tours. Submit a request for reserving and set-up of the Safari Lodge to the President Elect who will integrate the requests for Board meetings and docent meetings to the head of CMZ Edventure programs. Set up a schedule for the times Zoo personnel will be used during the training on Zoo grounds. Coordinate the dates and times with the head of the Edventure programs.
- Working with Recruiting, set up times for interviews for new trainees. Whenever possible, attend the interviews. Turn in the forms for background checks to the CMZ Human Resources Manager as they are received. The payments for the background checks are given to the CMZA Treasurer. If the background check is cleared, that money is applied toward the cost of the trainee's manual and uniforms. If the background check is not successful, the funds are to be transferred to the Zoo by the CMZA Treasurer.
- Assign mentors to the trainees. A detailed handout of mentor responsibilities is to be provided to both the mentors and trainees so that all parties are aware of the duties and expectations. Training for the mentors may also be held.
- Chose Presenters for the training sessions. Provide the Presenters with a handout detailing the expectations and goals for each training session. The VP Education reviews the handouts and quizzes for each training session before they are distributed to the trainees and general docent population.

- The VP Education schedules the head of the CMZ Edventure program and the President to attend the first training session to welcome the new trainees.
- During the training, collect and correct the quizzes. Return the quizzes to the trainees. Discuss any frequently missed questions or areas of weakness with the class.
- Work with the Tour Coordinator and Safari Coordinator to schedule the trainees to follow certified docents on AM, ARV and ECO tours and then to certify on those tours. Schedule the trainees to follow and then give a AM, ARV, or ECO Safari. In addition, assign the trainees to an experienced docent to certify for Cart talks.
- Submit a list of mentors, certifiers and presenters to the Service Registrar.
- As the trainees are certified, send a list of their certification to the Service Registrar, President, President-elect and the Tour and Safari Coordinators.
- Prepare and sign certificates of completion of the training and present them to the trainees at the June joint meeting.