

**Cheyenne Mountain Zoo Auxiliary
Job Description - 2023-24**

Position Title: VICE PRESIDENT OUTREACH ELECT

Reports to: VICE PRESIDENT OUTREACH

Position Summary: Assists VP Outreach with dissemination of tour information to school districts and organizations that desire to book tours with CMZ. Sends confirmation letter, invoice, vocabulary for tour, chaperone guide and parking instructions to point of contact requesting the tour. Responds to questions and forwards same to VP Outreach for resolution.

Responsibilities and Duties:

June -July

- Meet with VP Outreach and go over the documents and responsibilities found in the notebooks.
- Look over materials contained in notebooks and field questions to VP Outreach.
- Assume duties to send out invoice and information for summer tours with VP assistance.
- Attend meeting with Tour and Safari Chairs hosted by VP Outreach to update Teacher's Guide for posting on CMZ website and other job responsibilities.

August

- Complete updating of Teacher's Guide, as well as updating docent contact information contained in the Guide. Send guide electronically and make hard copies in the DRC to distribute to the Tour Chair, Safari Chair, Zoopeteer Chair for their "job" notebooks.
- Go to each district website to obtain names and emails of current superintendents to be able to send out permission letters for posting of CMZ Auxiliary information.
- In early August, send the "Permission Letter" to superintendents of schools in Colorado Springs, El Paso County, Pueblo County and Douglas County requesting permission to contact teachers in their district regarding the booking of tours, safaris and puppet shows. Be sure to attach the Teachers Guide to the email so they can post this on their individual web sites. **(No drop offs at district offices unless permission has been given.)**
- Using the list of teachers who booked tours the previous year, go to each district website and update the list with the current teacher at that grade level. (This is a tedious process and is best done together by VP Outreach Elect and VP Outreach.) Include Tour and Safari Chairs (optional) to assist.

September-December

- Second week of September, after teachers have been in session for a while and their email accounts are not jammed full, send out “Time to Book Your Tour” letters to each teacher on your list. Copy of letter is on flash drive. Attach the Teachers Guide.
- Notify the VP Outreach that emails have been sent for teachers to book tours.
- VP Outreach will send “Tour Alerts” to VP Outreach elect as well as tour and safari coordinators once all the necessary information for each tour is in place. Check each tour alert for accuracy.
- Attend Outreach team meetings either by Zoom and/or in person to stay updated and informed.
- Send out a confirmation letter to each school that booked a tour. Attach Invoice, Tour vocabulary, parking instructions and chaperone guidelines. Information should be sent out before the safari is presented at the school, so Safari Docent has the information about the tour.
- Keep a master list of confirmations sent to schools with the date sent. Forward the list to VP Outreach on a regular basis.
- Revised invoices from VP Outreach, should be sent to the teacher via email so that the correct amount can be paid at the EdVenture office.

January-February

- First week of January, send out “Time to Book Your Tour” letters to teachers who booked in the spring of the previous year. Update email addresses as needed.
- Make a copy of Invoices or Tour alerts as a backup for the next VP Outreach Elect.
- VP Outreach will send “Tour Alerts” to VP Outreach elect as well as tour and safari coordinators once all the necessary information for each tour is in place. Check each tour alert for accuracy.

March-April

- Assist VP Outreach as needed in working with VP Education of upcoming tours and safaris to coordinate sign-ups for new trainees for follows and certifying tours.
- Incoming trainees will get priority “early sign-up” at the March Education classes. See Trainee Docent Education class schedule when this occurs.

May

- Assist VP Outreach in preparing End of Year Report with number of tours, type of tours, number of schools where safaris were held, number of docents, total number of students served through tours and safaris.
 - Safari Coordinator and Docent Tour Coordinator to contribute their numbers to VP Outreach & VP Outreach Elect