

Cheyenne Mountain Zoo Auxiliary
Job Description – 2023-2024

Position Title: ZOOM Chair

Reports to: Kevin Pellow--Animal Care Assistant Manager/Loft & BBY/Jenny Quinn—Lead Keeper Loft & BBY/Dawn Moon--EdVenture Outreach Supervisor

Position Summary: The Auxiliary Liaison between the EdVenture Staff, Loft/BBY Animal Department Staff and the ZOOM docents

Responsibilities and Duties:

1. Sending out the Loft Schedule and Special Events that take place in the Loft (sometime in BBY's treehouse) to ZOOM docents using Sign Up Genius.
2. Sending out notifications to ZOOM docents for Fall and Spring refreshers organized by Loft/BBY keepers, tracking ZOOM docent participation and entering the dates into the "Animal Sign Offs" document located on the Loft computers. The CEC chair is given a list of those in attendance earning 1 CEC. Help ZOOM docents refresh when they have missed the trainings.
3. Prior to LC tours—email EdVenture Outreach Supervisor and reserve Hissing Cockroaches/Millipedes for the Loft Patio Station. If it is a week or less before the LC tour, email Animal Care Assistant Manager/Loft & BBY.
4. Totalling ZOOM hours earned by ZOOM docents and sending those hours to the CMZA Board President for inclusion into the ZOO Board report and to CMZA Service Registrar. ZOOM docent should participate in the equivalent of 2 ZOOM/Loft programs per month, earning 1 credit for each hour of the required sign up requested by the Zoo. Each ZOOM docent should earn at least 24-48 hours per year.
5. CMZA Board meetings—provide a monthly report to VP Outreach containing monthly total of ZM hours and any concerns. ZM chair might be asked to attend a board meeting to provide information.
6. CMZA Education Committee meetings—provide any concerns to the VP Outreach that might need to be addressed by the Ed Committee at their monthly meeting. ZM chair might be asked to attend a meeting to provide information.
7. Guiding those docents through the process of applying and being accepted into the ZOOM program.
8. Keeping up the ZOOM Sign-in book in the Loft.
9. Making recommendation for the money in the ZOOM portion of the CMZA's budget.
10. Making sure there is an adequate supply of toilet paper tubes to be used for the cricket enclosure and for enrichment in the Loft.
11. Recognizing ZOOM docents at the CMZA joint meeting at the end of the Auxiliary year.