

Cheyenne Mountain Zoo Auxiliary Job Description – 2023-2024

Position Title: Zoopeteer Chair

Reports to:

CMZ Auxiliary President & Vice President Outreach and attend occasional board meetings, when requested. Chair should provide a brief update about what Zoopeteers are doing. *Chair is selected and voted in by Zoopeteer Docents. Zoopeteer Chair may serve for two consecutive terms.*

Zoopeteer Chair Position Responsibilities and Summary:

- Scheduling the puppet show programs for Kindergarten, first and second grade students with local elementary schools. Programs are scheduled from mid-October until the end of March on Tuesdays and Thursdays, with some flexibility at teacher request.
- Responsible for posting the shows on SignUpGenius (Infinite Zoopeteers) for docent sign ups, and assigning puppet roles for the shows, sent by email.
- Schedules a September/October meeting for the docents.
- Calculates credits earned and sends the information to the Service Registrar for recording (monthly) .
- End of year report will be done by the Zoopeteer Chair and submitted to the President and a copy to be placed in the Zoopeteer notebook.
- In late May, the outgoing chairperson or officer will meet with the incoming replacement to fully discuss the duties of the position and turn over the notebook.

Zoopeteer Chair’s Responsibilities:

Equipment

- Inventory puppets, props, curtains, sandbags, scripts and stage. This task may be delegated to other committee members. Puppets and equipment will be checked for needed repairs and packed into correct story containers. A list of characters for each show is attached to the cover of the container. Scripts for the particular program are also in each story box.

Show Information

- Update the information letter which is sent to the schools, in late August, and making any needed revisions to the “Cheyenne Mountain Auxiliary Educator’s Guide for Docent Tours” which the Vice President Outreach sends to area districts.
- Coordinates with various schools/school districts and other organizations to book shows
- Time to Book your Zoopeteer shows is sent out in late August. Follow up email to teachers reminds them of Zoopeteer requirements for space for

stage (12ft x12ft), verifies stage location for set up for the day, and time slots.
The Chair maintains a master list of scheduled programs for the year.

- Docents will be notified by SignUpGenius which shows they are signed up for or the chairperson via e-mail.
- Docents receive 1 ½ credit hours per show.

September

In mid-September, schedules a meeting with all Zoopeteers, (docents who have expressed interest to participate in Zoopeteers for the year)

- Rehearse a full show with script and include the setting up of the stage. October-March shows, as shows are booked, will be posted on SignUpGenius, for sign ups.
- Create a Zoopeteers distribution list on email for all participating docents, so that important information can be shared with them throughout the year.
- SignUpGenius will list date, time frame for number of shows, school, and address.
- Set up a schedule to arrange transportation of stage and puppets for the year.

MONTHLY/WEEKLY

- Post dates, time frame, school and address on SignUpGenius, **as shows are booked**, in a timely manner.
- Send an email to all Zoopeteers with show dates that have been confirmed (can include upcoming dates of shows not confirmed), # of shows, times, and show titles at a school, to inform Zoopeteers of important details, and when the dates will be posted on SignUpGenius (date and time to sign up on Infinite Zoopeteers).
- Send an email to Zoopeteers taking part in shows on a particular day, and animal roles assigned to each docent, at least 2 days before, if possible.
- Contact and remind teachers 2 days prior to a performance, EXCEPT for D11, as Beth Austin, Volunteer Services takes care of this.
- Record accumulated credit hours and send to the Service Registrar monthly.
- ***If shows are cancelled due to snow day and/or late start, NO credit will be given to the docents. Zoopeteer Chair will make an effort to reschedule cancelled shows, and contact docents (previously signed up) of the rescheduled date before posting on SignUpGenius.***

Donations

Although there is no charge for the Zoopeteer shows, we occasionally receive donations from the schools and organizations. This money/check is given to the CMZA treasurer for deposit into the restricted Zoopeteer account.

*Further Zoopeteer information can be found in the Chair person's notebook .