

Position Title: V.P. On Grounds Programs – new position starting 2023-2024

Reports to: CMZA President

Job Description –

Collects reports from these Supplemental Activity Coordinators: Cart Coordinator, Special Event Coordinator and Animal Enrichment Coordinator. Provides these reports at Monthly Board meetings, raising any concerns from those coordinators to the Board for resolution. Oversees any on-grounds zoo staff-support programs as approved by the Board (currently Big Backyard lunch coverage and Penguins & Pelicans, subject to change if needed); also coordinates these on-grounds zoo staff-support programs with the relevant staff from those areas. Schedules the shifts for on-grounds zoo staff-support programs in Signup Genius, working with the Signup Genius manager as needed, or delegates the scheduling to another active docent for the term. Collects the hours for the on-grounds zoo staff-support programs and reports them to the Service Registrar monthly. The Carts and Special Events coordinators report the hours for their areas themselves. Assist the Auxiliary President Elect to develop Speaker Programs for the monthly docent meetings, including scheduling any on-site “field trips” to various zoo backstage areas (as approved by the Auxiliary Liaison). Sits on the Education Committee. Works with the CMZA President to make appointments to assist with the ~~Anecdotes~~ **Animal Stories** project, as needed. **Coordinate with the Animal Stories Ad Hoc Committee coordinator to bring any changes to the ~~Anecdotes~~ sheets to the Education Committee for approval.**

Responsibilities and Duties:

Attend the following meetings on the dates listed in the Docent Directory

1. The monthly board meeting is usually on the first Wednesday of the month. Check with your direct reports the week before the meeting for any items that they would like brought up at the meeting.
2. The Docent meetings are on the second Wednesday or second Saturday alternate months.
3. The Education meetings are usually on the fourth Wednesday of the month

Keep track of individual monthly volunteer hours and report hours at the board meeting

Submit VP On-Grounds Program job description to the President Elect and Year End report to the President as requested at the end of the docent year.

Meet with the incoming V.P. On Grounds Programs at the June board meeting to fully discuss the duties of the position and the notebook.

Direct Reports from Supplemental Activities:

The Supplemental job descriptions and other details are in the V.P. On Grounds Programs notebook. V.P. provide a sounding board and help resolve any issues that may arise in the Direct Reports’ areas. Enlist the President or others with historical knowledge for assistance as necessary. Ask the supplemental coordinators if they have any items that they want brought to the Board about a week before the meetings.

Animal Enrichment – Jean Bennett (2022-2024) V.P. assists with some of the Cannoli making after Docent meetings to better understand and support the activity.

Carts— Greta Johnson (2023-2024) V.P. helps with issues about Cart condition, locations, biofacts, and documentation in the cart.

Special Events – Barb Halderson (2023-2024) V.P. assist with some of the event logistics as needed. The Special Events Coordinator works with zoo keepers and other staff on coordinating events and docent signups.

Animal Stories Ad Hoc Committee – Gloria Wiersma (2023-?) V.P. periodically checks on how the project is progressing. Attend meetings when possible. There will be an article in the June 2024 Zooline with the information on the first animal stories. Gloria will write a job description for her position and ask for volunteers to develop stories for other animals in the zoo at the June Docent meeting.

Big Back Yard (BBY) Lunch Coverage and Penguins & Pelicans (P&P) -The VP maintains the Sign-Up Genius descriptions, dates, and slots for each of these areas. The VP tracks the docents' hours and reports these to the Service Registrar each month.

BBY-The VP keeps a running total of hours across months for each docent for BBY encounter provided by BBY/Loft staff. Details are in the Notebook.

P&P-The VP handles the quarterly name drawing from all the docents who worked in P&P in the prior quarter to get an encounter in Waters Edge Africa. Details are in the Notebook.