

## Organization Teams

[See SCVN's Position Overviews for more details about each Team and position.](#)

Click or hover on a position for a description

<b>Leadership Team (Board)</b>
<p><b>Officers:</b></p> <ul style="list-style-type: none"> <li>President [6]</li> <li>Vice President Elementary [9]</li> <li>Vice President Kinder [12]</li> <li>Vice President Public Interpretation [15]</li> <li>Secretary [17]</li> <li>Treasurer [19]</li> </ul> <p>Members at Large (MAL) [22]</p> <p>Chair: President</p> <p><b>Executive Council: [29]</b></p> <ul style="list-style-type: none"> <li>Board Officers</li> <li>Invited Others</li> </ul>

<b>Technology Team [1]</b>
<ul style="list-style-type: none"> <li>Web Coordinator [2]</li> <li>Website Support [4]</li> <li>Member Tracks / Newsletter Editors [7]</li> <li>[10]</li> <li>[13]</li> </ul> <p>Board Contact: MAL</p>

<b>General Support Team</b>
<ul style="list-style-type: none"> <li>Advanced Training Team [3]</li> <li>Reference Materials (Library, Herbarium) [5]</li> <li>Funding (Guides, Vending) [8]</li> <li>Social Events &amp; Travel [11]</li> <li>Recognition &amp; Awards [14]</li> <li>Merchandise [16]</li> <li>Records &amp; Rosters [18]</li> </ul>

<b>Membership Team [20]</b>
<ul style="list-style-type: none"> <li>Nominations Team [23]</li> <li>Recruitment Team [25]</li> <li>Membership Support Team*</li> </ul> <p>Board Contact: MAL</p>

<b>Training Team [21]</b>
<ul style="list-style-type: none"> <li>Training Coordinators [24]</li> <li>Mentor Coordinator [26]</li> <li>Kit Demo Coordinator [27]</li> <li>Nature Walk Coordinator [28]</li> <li>Curriculum Coordinator [30]</li> <li>Co-chairs: Vice Presidents (all 3)</li> </ul>

<b>Marketing Team [31]</b>
<ul style="list-style-type: none"> <li>Marketing Coordinator [33]</li> <li>Community Marketing [35]</li> <li>Digital Marketing [37]</li> <li>Public Calendar [39]</li> <li>Public Relations [40]</li> </ul> <p>Board Contact: VP of PI</p>

<b>Training Support Team</b>
<ul style="list-style-type: none"> <li>Speaker Coordinator [32]</li> <li>Special Projects Coordinator(s) [34]</li> <li>Transportation Coordinator [36]</li> <li>Merchandise Coordinator [38]</li> <li>Board Contact: Kinder or Elem VP</li> <li>Food Coordinator [41]</li> <li>Listserv Monitor/Member Tracks [42]</li> <li>Tech Advisor/Webmaster [43]</li> <li>Treasurer [44]</li> <li>USFS-Catalina Ranger District Liason [45]</li> </ul>

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## Programs and Program Support Teams

Elementary Team
Elementary Naturalists [46] Elementary Day Coordinators [49] Elementary Naturalists Lead: VP of Elementary

Kinder Team
Kinder Naturalists [47] Kinder Day Coordinators [50] Kinder Naturalists Lead: VP of Kinder

Public Interpretation Team
Public Interpretation Naturalists & Leads [48] Adult & Youth Program Coordinators [51] Sabino Stewards [52]  Lead: VP of Public Interpretation

Program Support Team
Elementary School Scheduler [53] Kinder School Scheduler [54] Kit Maintenance Coordinator [55] Radio Maintenance Coordinator [56]  Board Contact: Kinder or Elem VP

Revised 12/1/16

## SCVN Organization Chart

- [1] Works on current and future IT needs.
- [2] Works with VPs and teams to keep website up to date; Chair Technology Team.
- [3] Organize, schedule and host advanced training sessions for SCVN members.
- [4] Support members as they interact with the website.
- [5] Librarian organizes and maintains SCVN lending library. Herbarium Curators organizes and maintains Visitor Center herbarium display.
- [6] Oversees and plans for SCVN; addresses organizational issues; active partner with FS and other volunteer groups; sets agenda and chairs Board meetings. 2-year term.
- [7] Monitors and maintains Member Tracks blog and prepares quarterly hard copy newsletter.
- [8] Guide Coordinator supply guides to VC bookstore; ID other possible guide sales opportunities.  
Vending Coordinator oversees vending contract; ensure funds are received by SCVN; tidy vending area.
- [9] Oversees Elementary program; recruits Day Captains; serves on Board; Co-chairs Training Committee with other VPs. 2-year term.
- [10] Tracks and reports volunteers hours monthly.
- [11] Organize social events and gatherings, including graduation, annual picnic, etc. Travels Coordinator plans and organizes occasional trips related to interests of members.
- [12] Oversees Kinder program; recruits Day Captains; serves on Board; Co-chairs Training Committee with other VPs; Liaise w. FS on Kinder area needs. 2-year term.
- [13] Oversees and maintains historical records for the organization.
- [14] Organizes and dispenses hourly pins and yearly pins for members.
- [15] Oversees and staffs PI program; Co-chairs Training Committee with other VPs; serves on Board; liaison with FS for special events. 2-year term.
- [16] Organizes and monitors annual sale of logo clothing for members, including T-shirts, hats and sweatshirts.
- [17] Records minutes at Board meetings; maintains files and records of Board decisions and activities. 2-year term.
- [18] Keeps rosters up-to-date and other membership based records.

## SCVN Organization Chart

- [19] Records all financial transactions; writes checks; financial reports; handles school bus funding transactions; serves on Board. 2-yr term.
- [20] Tracks membership, maintains rosters, recognition & awards for members.
- [21] Oversees the design and deliver of training to new and continuing members; plan graduation event.
- [22] Represent the membership at Board meetings; serve on committees/staff special projects as needed. There are 3 elected Board Members at Large. 2-year term.
- [23] The Nominations Team searches for members to fill elected positions within the organization. This team also prepares and presents the ballot to members for voting.
- [24] Recruit, interview and select trainees; coordinate all aspects of training; schedule and host training sessions and graduation event.
- [25] Identifies and recruits possible candidates for all support team positions; recommends final candidates to the Board.
- [26] Recruits mentors for all new trainees; works with Train Coordinators to match mentors; ongoing communications with mentors.
- [27] Organizes and staffs kit review sessions for trainees.
- [28] Organize and recruit naturalists to lead nature walks for new trainees; follow-up with nature walk leads, trainees, and training coordinators.
- [29] Advisors to president; initiate planning; liaison with FS.
- [30] Ensures that training content is current and focused on training goals; prepares training manual.
- [31] Recruits community members to join the SCVN organization.
- [32] Selects and schedules Speakers, coordinates with TCs to match Speakers to class topics and dates.
- [33] The Nominations Team searches for members to fill elected positions within the organization. This team also prepares and presents the ballot to members for voting.
- [34] Complete special projects for training coordinators, as needed.
- [35] The recruitment team is responsible for recruiting trainees to the annual training class. They are also responsible for recruiting schools to participate in the teaching programs.
- [36] Organizes field transportation during SCVN training.
- [37] Create and maintain a presence for SCVN on social media, such as Facebook.

## SCVN Organization Chart

- [38] Organizes merchandise for Trainee Selection, arranges payment and delivery in coordination with web advisors.
- [39] Communicate and coordinate with local newspaper re: public calendar.
- [40] Communicates with PI Leads and creates final calendars of public events; communicates calendar to FS; ensures calendar is posted in kiosks and VC
- [41] Oversees Trainee Snacks, organizes food for Ice Cream Social, Potluck in Canyon and Graduation; maintains paper product supply.
- [42] Oversees content of Student Member Website; coordinates with TCs to post Agendas, Quizzes, Class Rosters, Mentor Assignments, Training Committee Roster etc.
- [43] Answers questions for and provides instruction to Trainees about how to access Website.
- [44] Collects class fees and issues Speaker checks.
- [45] Acts as liaison between Training Program and the Forest Service; in coordination with the Webmaster, obtains Trainee signatures on Forest Service Agreements; provides instruction in use of Conference Room Audio Visual Equipment.
- [46] Engages children in the activity and nature walk.
- [47] Engages children in program activities and nature walk.
- [48] Lead or co-lead a scheduled PI activity; participate when called upon for special groups (adults or children).
- [49] Coordinates with teacher; ensures kids, kits, and naturalists get to location.
- [50] Coordinates with teacher on fieldtrip needs; ensures kids, kits, and naturalists get to location.
- [51] Point of contact for special requests for naturalists from adult groups; organize and staff requested activities and/or special events.
- [52] Work with Forest Service, public volunteers and naturalists to remove invasive species from Sabino Canyon.
- [53] Confirms schedule with Elementary teachers; maintains Day Captain info and official Elementary Calendar.
- [54] Confirms schedule with Kinder teachers; maintains Day Captain info and official Kinder Calendar.
- [55] Stock, inventory and maintain program-related kits and supplies.
- [56] Keeps radios and chargers functioning.