

**Service Team Volunteer Position:  
Service Unit Event Coordinator**



**Term:** 1 year

**Summary:** Service Unit Event Coordinator plans and implements Girl Scout events for girls in a Service Unit or oversees the work of an event committee planning these events. The individual who fills this volunteer position will gain a sense of accomplishment, develop job-related skills, and connect with the community.

**Appointed by and reports to:** Service Unit Manager

**Support:** The Service Unit Event Coordinator will get full support, guidance, and encouragement from the council staff, Service Unit Manager and the Service Team.

**Responsibilities/Tasks:**

- Attend learning opportunities for this position
- Form committee(s) necessary with the Service Unit to plan and implement event(s)
- Ensure all Girl Scouts of the USA (GSUSA) and council policies, standards, guidelines, and operating procedures, including *Safety-Wise* are met
- Submit all required reports, applications, contracts, etc. in a timely manner
- Arrange with organizations/vendors to provide services
- Assure that events are inclusive and girl-focused
- Ability to attend and coordinate events
- Ability to handle money and work within a budget
- Evaluation of events with committee
- Attend service unit and service team meetings

**Core Competencies—Required:**

- Personal integrity: Demonstrate dependability, honesty, and credibility
- Adaptability: Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments
- Oral communication: Express ideas and facts clearly and accurately
- Fostering diversity: Understand and embrace differences
- Be a registered member of Girl Scouts of the USA (GSUSA) and have a council-approved volunteer application (includes background check and references) on file
- Be at least 18 years old
- Accept the principles and beliefs of Girl Scouting, and support local and national Girl Scout policies, practices, and procedures

Volunteer Agreement:

Signature of Service Unit Event Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Signature of Service Unit Manager \_\_\_\_\_ Date \_\_\_\_\_