

**Volunteer Position Description / Agreement:
Event Coordinator**

Term: A one-year term that is renewable upon a mutual agreement between volunteer and volunteer's supervisor.

Summary: The Service Unit Event Coordinator is responsible for organizing girl-led activities that address current girl interests and needs by incorporating the Girl Scout Leadership Experience (GSLE) into short-term events that utilize Journey and Badge/Petal/Leaf content and customized local experiences.

Reports to: Service Unit Manager and Member Support Specialist

Support: Girl Experience and Volunteer Resource Departments

Benefits:

- Strengthen Organization Skills
- Enhance Communication Skills
- Increase Volunteer Management Skills

Responsibilities:

- Ensure that the programs administered at all service unit events provide the GSLE, including Journey and Badge/Petal/Leaf content from the Volunteer Toolkit and customized local experiences.
- Cooperate with all Girl Scout volunteers, other Service Units, and community organizations and agencies as appropriate.
- Work with committee(s) that will be necessary to plan, deliver, and evaluate the quality of Girl Scout Service Unit events.
- Complete and submit all required paperwork.
- Utilize membership data in Looker to plan successful service unit and community events.
- Manage and work within the event budget according to the council's policies and procedures.
- Attend service team and service unit meetings.
- Plan and organize virtual and in-person events that provide Girl Scout programming.

Qualifications:

- **Personal Integrity:** Demonstrate dependability, honesty, and credibility.
- **Adaptability:** Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments, unexpected obstacles, or diverse people expressing different perspectives, needs or demands.
- **Oral/Written Communication:** Express ideas and facts clearly and accurately.
- **Fostering Diversity:** Understand, respect and embrace differences.
- **Computer Skills:** Access to e-mail and the Internet.

Additional Requirements:

- Must be at least 18 years of age.
- Be guided in all actions by the Girl Scout Mission, Promise and Law.
- Experience in education and/or adult education is a plus.
- Must be a registered member of Girl Scouts of the USA (GSUSA) and have a background check completed.
- Must have knowledge of Girl Scouting, including Safety Activity Checkpoints and council policies.
- Remain informed about and comply with the most current policies, procedures, and guidelines of GSNI and GSUSA.
- Must complete required training as assigned and provided by GSNI and GSUSA.