

Event Coordinator

This position description is a guide to utilize as an aid for what best fits your service unit. GSNI understands service units differ and trust your team will customize these responsibilities to best serve your members.

The Event Coordinator is an adventure architect! Whether planning, organizing, or delegating, they bring the fun and education to gather Girl Scouts together. The Service Unit Team and its members support the Event Coordinator.

Event Coordinators assist the service unit by:

- ◆ *Collaborating with the Service Unit Team*
 - Discuss past events to identify successes and challenges.
 - Establish the type of events to be offered for the year.
 - Examine the process for taking event registrations and payments.
 - Develop a working relationship with the Treasurer to discuss event budgets.
- ◆ *Offering events to service unit members*
 - Determine who will plan and organize the event(s).
 - Oversee event planning, including reviewing the plan, budget, and invite flyer.
 - Obtain flyer approval from the Membership Engagement Specialist (MES).
 - Ensure events are communicated out to members.
- ◆ *Following the Girl Scout Promise and Law*

The Event Coordinator position is essential to the continued success of the service unit and GSNI. We would like you to fill the position for a minimum of one year, but we hope to have you part of the team for longer. At any time, a volunteer may be appointed to another Girl Scout position, removed from a position, or may resign.

Thank you for volunteering! The Girl Scout Movement is only possible with amazing individuals like you!

Print Name _____

Date _____

Signature _____