

POSITION DESCRIPTION: SERVICE UNIT EVENTS COORDINATOR

You Can Do It!

You enthusiastically facilitate the coordination of fun and engaging service unit events that support the Girl Scout Leadership Experience. You are creative, resourceful, and excited to think outside the box to provide girls with experiences that create memories that last a lifetime.

Your Commitment

Upon successfully completing one-year appointment you will have the option to renew your role upon mutual agreement between yourself and council staff.

Your Support System

You'll be supported by a combination of staff and volunteers, including service unit team members, girl experience specialists, volunteer support specialists, outdoor program managers, and customer care specialists.

Success Looks Like

- ⇒ Being an active member of the service unit team, assisting with establishing and implementing service unit goals with the support of the service unit manager, volunteer support specialists, and other team members
- ⇒ Being a positive role model when representing Girl Scouts in the community or with other members
- ⇒ Creating a welcoming and inclusive atmosphere by encouraging and supporting all Girl Scout members
- ⇒ Attending council-sponsored meetings, such as kick-offs, town halls, multi-service unit events, and the Annual Meeting
- ⇒ Engaging with members of the service unit to form volunteer committees that plan and implement events
- ⇒ Collaborating with event planners to ensure events are age appropriate, support the Girl Scout Leadership Experience, and meet the needs of girls in the service unit
- ⇒ Ensuring service unit programs are well organized and planned in advance for timely promotion to drive maximum participation
- ⇒ Maintaining organized records of service unit events and program materials for future events
- ⇒ Coordinating event budgets with the service unit finance manager and event planning team
- ⇒ Encouraging leaders to participate in both service unit and council-sponsored events and programs
- ⇒ Ensuring events and facilities are open and accessible to all girls and volunteers
- ⇒ Ensuring all service unit events adhere to safety standards, risk management policies, and guidelines set by council.

The Essentials

- ⇒ Be a registered adult member of Girl Scouts
- ⇒ Be an approved volunteer in good standing
- ⇒ Support the Girl Scout mission, Promise, and Law
- ⇒ Support policies, procedures, and guidelines of GSUSA and council
- ⇒ Strong understanding of the National Program Portfolio and the Girl Scout Leadership Experience
- ⇒ Complete training for the position as assigned
- ⇒ Strong communication skills to express ideas and facts clearly and accurately
- ⇒ Be proficient and responsive in using email and other relevant technology
- ⇒ Have a good working knowledge of council's online registration process

