

Service Unit Events Coordinator

General Description: Supervise the coordination of Service Unit events to ensure safety, risk management, adherence to policies, and connection to Girl Scout Leadership Experience outcomes.

Term of Appointment: One year: may be reappointed based on performance. Appointed by Service Unit Manager and Service Unit Troop Support

Accountable to: Service Unit Volunteers and Service Unit Troop Support

Responsibilities:

- Sign and submit your volunteer position agreement.
- Complete Encampment/Event Planning training
- Attend training on brand to become a G.I.R.L. Champion within 90 days of appointment.
- Attend Service Unit Kickoff Meeting in August
- Attend Service Unit meetings and promote events
- Coordinate a team of volunteers to become event planners
- Responsible for being informed and compliant with the most current policies, procedures and guidelines of GSSC-MM and GSUSA, including Volunteer Essentials and Safety Activity Checkpoints.
- Coordinate and/or support all events held within the service unit, either by direct planning or by supervising and supporting other event volunteers.
- Submit receipts to Service Unit Financial Manager
- Assist troops with activity approvals, trainings, trip/camping/travel plans, etc.
- Ensure a team member is at each event to oversee safety.

Qualifications:

- Must be a current registered adult member of Girl Scout of the USA, which signifies acceptance of the principles and beliefs of Girl Scouting and support of national and local Girl Scout policies.
- Background check results must meet council standards.
- No outstanding Council debts or related policy issue.
- Practice welcoming and inclusive behavior toward people of all ages, races, religions, cultures, abilities, sex, creed, national origin, or socioeconomic status.
- Committed to speak and act in a manner consistent with the Girl Scout Mission, Promise, and Law.
- Demonstrate excellent group and interpersonal communication skills.

I have read and understand the responsibilities and requirements of this position and agree to perform the essential functions of the volunteer role satisfactorily.

Service Unit Events Coordinator Signature

Date