

# Event Coordinator Position Description

**Pathway: Troop**

Long-Term Direct Service

Short-Term Direct Service

**Time Commitment:**

Duration 1  year(s)  month(s)  week(s)  day(s)

For 10 hour(s) per  year  month  week  day

Hours will increase during the summer months when travel programs are in progress.

**Purpose:**

The event coordinator oversees the creation, marketing and execution of service unit events designed to meet the needs and interests of girls, and further the Girl Scout Mission. This position will cultivate girl experience that encourages Girl Scouts to Discover, Connect and Take Action in the local community. The event coordinator will use the Girl Scout Program Pillars as a guide for girl experience events.

**Place of Service:** Service Units

**Reports to:** Membership Delivery Managers

**Responsibilities/Tasks:**

- Is guided in all actions by the Girl Scout Mission, Promise and Law
- Works with Program Managers to ensure all program offerings have girl input and align with the Girl Scout Leadership Experience by using journey books, Volunteer Toolkit and *The Girls' Guide to Girl Scouting*. Events will be customized with additional local experiences.
- Reviews Volunteer Essentials and Safety Activity Checkpoints to make sure all planned events meet safety guidelines.
- Works with the service unit team to recruit volunteers to help plan, implement, and evaluate service unit events.
- Assists Event Volunteers with administrative driven functions and responsibilities of their positions including adherence to all guidelines set forth in Volunteer Essentials and Safety Activity Checkpoints.
- Manages and ensures all needed event logistics are carried out, included site rentals, fees, registration, clean-up, and materials needed for the event.
- Plans and coordinates events for all girls of appropriate age level.

- Ensures that girls and adults from varied social, cultural, ethnic, religious and economic backgrounds are considered when planning events.
- Purchases adequate insurance at least 2 weeks prior to the event for any non-member participants.
- Practices the Girl Led process by allowing Girl Scouts of various grade levels to assist with the planning and development of SU events.

**Skills:**

- Ability to manage time efficiently, work independently and manage several projects at one time.
- Strong written and oral communication skills.
- Proficient computer skills including Microsoft Office.
- Ability to volunteer flexible hours, including evenings and weekends as needed.
- Strong proficiency in management of volunteers.
- Ability to manage a budget and track income and expenses.

**Core Competencies-Required:**

- Girl focus: Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun
- 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
- Computer Skills: Access to email and the internet.

**Support:**

The Event Coordinator is responsible for overseeing the planning, implementation, and oversight of volunteers for event offerings at the community level that provide high-quality experiences for girls that are aligned to the Girl Scout Leadership Experience. Support to this position will be provided by the Service Unit Administrator, the Membership Delivery Manager and the Program Department.

**Training and Development**

- Event Coordinator Training (read orientation manual and complete the on line questions)

**Requirements:**

- Become a registered member of GSUSA
- Approved volunteer application
- Approved volunteer background check
- Signed Volunteer Position Agreement
- Be at least 21 years of age

- Accept the principles and beliefs of Girl Scouting and support local and national Girl Scout policies, practices and procedures

**Agreement**

I have read the Volunteer Position Outline and agree to carry out my responsibilities as described. If for any reason I am unable to perform any of my responsibilities, the Council has the right to change my volunteer status. I will fulfill the outlined duties with no monetary compensation. I certify under penalty of perjury that I have not been convicted of any criminal offense. The Council will not knowingly accept voluntary services from a convicted sex offender. Volunteers are required to disclose to Council if they are living with a sex offender or have regular personal contact with a convicted sex offender, as well as the nature and the extent of such relationships or contacts. Volunteers who violate this procedure will be barred from any further participation in Girl Scout activities.

Name (print): \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Volunteer:** \_\_\_\_\_ **Date:** \_\_\_\_\_