



## *Volunteer Position Description*

# Service Unit Event Coordinator

### **Purpose**

The Service Unit (SU) Event Coordinator plans events that educate and inspire Girl Scouts in their leadership experiences. They also serve as a resource to other volunteers who are planning events.

### **Term of Appointment**

The SU Event Coordinator is appointed for a 1-year term that is renewable upon re-election by the service unit and adherence to Girl Scouts Dakota Horizons and GSUSA policies and procedures. This position requires varying hours throughout the year.

### **Requirements**

All volunteers are required to be registered members, successfully pass a criminal background check, and follow the Girl Scout Promise and Law at all times. Excellent communication and organizational skills, knowledge of Microsoft Excel, good computer skills, and previous Girl Scout event knowledge is required.

### **Responsibilities**

- Complete required training and expectations agreement.
- Facilitate a positive working relationship between council staff and the service unit.
- Participate as part of the service unit team and regularly attend service unit meetings.
- Collaborate with the service unit team and Member Engagement Manager to provide a variety of events for the girls in your service unit.
- Lead the coordination of service unit activities and events that will provide a balance of fun and learning experiences for girls in the service unit.
- Know and follow all safety guidelines as set forth by GSDH and GSUSA (Safety Activity Checkpoints, Volunteer Essentials, etc.)
- Use Looker to find membership information for service unit as needed. Ensure this information is used appropriately and for Girl Scout purposes only.
- Complete and submit required event plans/budgets to Member Engagement Manager for events open to all girls.
- Work with the service unit manager to record service unit events in the Service Unit Planning Guide (SUPG).
- Ensure event revenue and expense documentation is submitted to the service unit treasurer in a timely manner after each event.
- Maintain contacts within the community for specialty instructors, presenters, etc. for programs.
- Follow Girl Scout branding guidelines when creating marketing materials, t-shirts, patches, etc.
- Ensure positive visibility and awareness of Girl Scouts in the community.

### **Training and Support**

- Member Engagement Manager supports the SU Event Coordinator.
- Training and networking opportunities provided online and in person.
- Volunteer resource library on our website.

### **Benefits**

- Make a difference in the lives of girls and be an integral part of the Girl Scout movement.
- Network and make friends with adult volunteers throughout the council and nationally.
- Build your resume and develop transferable leadership, business, and project management skills in a fun and supportive environment.