

## Position Description Service Unit Event Coordinator

**Title:** Service Unit Event Coordinator

**Appointed by:** Service Unit Manager(s) and the Membership Specialist

**Reports To:** Service Unit Manager

**Term of Appointment:** The Service Unit Event Coordinator is appointed for a one year term that is renewable upon completion of evaluation process. This position's time requirement depends on number of events facilitated.

**Job Summary:** The Service Unit Event Coordinator with the committee is responsible for planning the Service Unit calendar of events. The Coordinator oversees recruiting volunteers to form committees to implement events.

**Support:** The Service Unit Event Coordinator receives support, guidance, and encouragement from the Service Unit Manager and Service Unit Team. She or he has access to relevant learning opportunities and materials that prepare for and support this role.

### **Qualifications and Core Competencies:**

- Register as a member of GSUSA
- Complete the background check
- Complete required coursework as assigned and provided by GSCSNJ and GSUSA
- Be guided in all actions by the Girl Scout Mission, Promise, and Law
- Personal Integrity
- Adaptability
- Oral and written communication - express ideas and facts clearly and accurately
- Foster diversity-willingness to work with diverse groups and cultures in a positive manner
- Computer skills – access to email and the Internet
- Owe no outstanding balance to GSCSNJ
- Attend the Service Unit meetings
- Girl focus
- Demonstrates knowledge of budgeting
- Organizational and administrative skills

## **Position Description Service Unit Event Coordinator**

### **Responsibilities:**

- Work with Service Unit Manager and Service Unit volunteers to create a Service Unit event calendar
- Share the event calendar with the Membership Specialist
- Oversee the development of events for Service Unit
- Recruit, support, and oversee the event planners to implement individual events
- Work with the Service Unit Treasurer to create event budgets
- Monitor all service Unit events to stay on budget
- Plan and implement Service Unit fund raising to help the Service Unit reach goals
- Plan and oversee an outdoor camp experience for the Service Unit
- Ensure the SERVICE UNIT holds events one all of the four pillars:
  - Entrepreneurship
  - Outdoors
  - STEM
  - Life Skills
- Ensure the SERVICE UNIT holds an event for Daisy/Brownie/Junior girls using the Girl Scout Leadership Experience (GSLE)
- Ensure the SERVICE UNIT holds an event for Cadette/Senior/Ambassador girls using the GSLE
- Ensure the SERVICE UNIT holds an event honoring the highest girl awardees (Bronze, Silver, Gold)
- Follow guidelines in Volunteer Essentials and all Safety Activity Checkpoints
- Share revenue and expense report with Service Unit Team upon completion of each event

### **Position Agreement**

The responsibilities of this position have been discussed with me, and I have agreed to fulfill them to the best of my ability for the \_\_\_\_\_ Girl Scout year.

Visit link to sign electronically: <https://bit.ly/3bap5DK>