



JOB DESCRIPTION

Event Logistics & Volunteer
Finance Support Specialist

Cherry Hill, NJ

MISSION:

Accepts and implements the Girl Scout Mission to build girls of courage, confidence and character who make the world a better place. Agrees to pledge and uphold the Girl Scout Promise and Law.

CUSTOMER IMPACT STATEMENT: The Event Logistics & Volunteer Finance Support Specialist is responsible for providing high quality service to internal and external customers in the areas of girl and volunteer council events and Troop and Service Unit financial accountabilities. The Event Logistics & Volunteer Finance Support Specialist reports directly to the Supervisor, Administration & Event Logistics on the Mission and Operations Strategy Team (MOST).

PRIMARY ACCOUNTABILITIES (may include, but not limited to):

Accountability	Responsibilities/Objectives
Event Coordination	<ol style="list-style-type: none"> 1. Provide support in the coordination of the logistics for all membership services large events/programs. 2. Work collaboratively to contribute to the overall success of each event.
Volunteer Support	<ol style="list-style-type: none"> 1. Assists all Service Units and troops with opening, tracking, and closing all bank accounts and annual financial reports. 2. Direct liaison with banks to ensure a simplified banking process for volunteers. 3. Maintain an accurate current list of all troop bank accounts. 4. Support all GSUSA recommendations for troop banking. Review of yearly guidelines from GSUSA.
Staff Support	<ol style="list-style-type: none"> 1. Work with Community Development team to oversee their troop cookie profits and spending through established process. 2. Assist Product Program Dept. with monitoring and tracking of fall product sale deposits and Cookie Sale deposits. 3. Assist Product Program Dept. with collections of delinquent payments.
Customer Support	<ol style="list-style-type: none"> 1. Work with team to cross train on key volunteer support responsibilities and business functions. 2. Work with team as new processes for better support of customers are implemented.

Other Duties general that apply to all:

- Other duties as may need to support Council business, as assigned

QUALIFICATIONS:

Education: High school diploma

Experience: 1-3 years in customer service or banking or event planning environment and familiarity with business office procedures and software. Girl Scout experience preferred.

Skills:

Must have computer literacy and demonstrated proficiency in the use general business proprietary software.

Attention to detail.

Excellent written and verbal skills required.

Demonstrated time management skills; ability to work in fast-paced environment.

Self-motivated and demonstrated ability to work independently, and manage multiple priorities.

Physical Qualifications:

Frequent sitting required for extended periods of time.

Ability to successfully operate a computer, calculator, copier and other office machinery.

Hearing within normal range for telephone use.

Occasional high stress work may be required in dealing with volunteers/staff.

Event Logistics & Volunteer Finance Support Specialist
Critical Success Factors

1. Complete all required training for this position as outlined in new hire onboarding procedures
2. Complete department specific training
 - a. Attend SU Treasurer training
 - b. Review cookie payment process and understand the process to be ready to take over for the 2019 cookie sale.
 - c. Review troop finances processes and banking requirements
3. Utilize a cookbook for daily activities to assess time management and to monitor progress to goals.
 - a. Measure performance against goals and adjust daily activities when standards are not being met.
4. Understand the Council girl and volunteer events
 - a. Review and become familiar with the events
 - b. Review and monitor RACI's with Supervisor for events
 - c. Assist with completing the logistics of events