

EVENT COORDINATOR

Service Team Position Description

SUMMARY To direct a Girl Scout Event based on the established purpose and goals.

SUPPORTED BY Service Team Events Manager, Member Service Executive (MSE) in partnership with relevant GSACPC Program Staff.

APPOINTMENT Appointed by MSE for one year; reappointment based on annual evaluation.

RESPONSIBILITIES/DUTIES

- » Responsible for the overall management of the event. Work with event team to establish budget, purpose, and goals. Work with Events Manager to ensure events support GSLE.
- » Recruit a volunteer and older girl team to help manage general logistics, budget and financial management, registration process, activity schedule, communication with troops, purchasing, food planner, safety management, emergency planning and event evaluation.
- » Encourage girl-led planning and execution of activities.
- » Ensure correct required Volunteers are present and all required certifications are current (First Aider, TCC2, etc.)
- » Actively promote the event.
- » Maintain control and atmosphere of fun throughout the event. Responsible for committee morale and recognition.
- » Act as liaison for the event with Council Staff if program is held on GSACPC property.
- » Organize and maintain accurate records. Encourage event planning outlines and evaluations be collected to support succession of event coordinators.
- » Ensure all applicable pre-and-post event paperwork is completed and submitted in a timely manner, such as finance report, budget, medication log, or incident/accident report if they apply.
- » Participate as an active member of the Service Team by attending regular Service Unit team and leaders' meetings during the season of the activity.

REQUIREMENTS AND QUALIFICATIONS

- » Present a positive image of Girl Scouting to girls, volunteers, and community members.
- » Comply with all GSUSA and Council policies and procedures, including [Volunteer Essentials](#), [Safety Activity Checkpoints](#), and the [Volunteer Terms and Conditions](#); recognize, understand, accept, and support all Council goals and objectives, including the [Diversity, Equity, Inclusion, and Racial Justice Policy](#).
- » Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- » Be a registered member of GSACPC with a current background check.
- » Complete Event Coordinator training.
- » Complete the annual [Volunteer Agreement](#).
- » Participation in Authentic Leadership Community workshops recommended.

By signing this agreement, I acknowledge that I have read, understand and agree to all responsibilities and requirements listed in the Event Coordinator Service Team Position Description. In addition, as a volunteer serving in a Service Team position, I understand that some of my work will involve access to information/records that are considered confidential. I acknowledge my responsibility to respect the confidentiality of all volunteer and troop records, to follow council procedures in order to protect privacy and to act in a professional manner. I further understand that if I am found misusing confidential material or not protecting the privacy of others through my actions, I may be released from my position immediately.

SIGNATURE OF VOLUNTEER _____ DATE _____

PRINTED NAME _____ SERVICE UNIT _____

Thank you for your time and commitment!