

EVENTS MANAGER

Service Team Position Description

SUMMARY Supervise and recruit volunteers to plan Service Unit events. Ensure safety, risk management, adherence to policies and connection to Girl Scout Leadership Experience outcomes.

SUPPORTED BY Member Support Executive (MSE) in partnership with the relevant GSACPC Program Staff.

APPOINTMENT Appointed by MSE in partnership with the relevant GSACPC Program Staff for one year; reappointment based on annual evaluation.

RESPONSIBILITIES/DUTIES

- » Working with the Service Team Manager, recruit and mentor Event Coordinators to help plan, implement and evaluate Service Unit events.
- » Support all Service Unit events, either through direct, hands-on planning or by consulting and supporting Event Coordinators
- » Work with Event Coordinators to ensure events support the Girl Scout Leadership Experience; encourage girl-led planning and execution of activities.
- » Work with the IGM Advocate to support IGM Participation in all events.
- » Involve the Service Unit Finance Specialist in all financial aspects of events.
- » Organize and maintain accurate records. Encourage event planning outlines and evaluations be collected to support succession of coordinators.
- » Ensure all applicable pre- and post- event budget paperwork is completed, submitted, and approved in a timely manner.
- » Ensure event flyers are approved.
- » Encourage leaders to participate in Service Unit events.
- » Participate as an active member of the Service Team by attending regular Service Unit and leader meetings.
- » Maintain Service Unit Program Calendar to reduce event conflicts.

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 Manager 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 Events Manager 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!