

EVENTS ADVISOR

Service Team Position Description

SUMMARY Supervise and recruit people to plan Service Units 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 GSACPC Program Manager for Volunteer, Service Unit & IGM.

APPOINTMENT Appointed by MSE in partnership with GSACPC Program Manager for Volunteer, Service Unit and IGM

RESPONSIBILITIES/TASKS

- » Working with the service team lead, recruit and mentor volunteers/committees 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 volunteers/committees.
- » Work with event volunteers/committees to ensure events support the Girl Scout Leadership Experience.
- » Encourage girl led planning and execution of activities.
- » Involve the Service Unit Finance Consultant in all financial aspects of events.
- » Organize and maintain accurate records. Encourage event planning outlines and evaluations be collected to support succession of activity coordinators.
- » Ensure all applicable pre-and-post event budget paperwork is completed and submitted in a timely manner.
- » Encourage leaders to participate in service unit events.
- » Participate as an active member of the service team by attending regular service unit team and leader meetings.
- » Maintain Service Unit Program Calendar to reduce event conflicts.
- » Be guided in all actions by the Girl Scout Mission, Promise and Law.
- » Comply with all GSUSA and Council policies and procedures, including *Volunteer Essentials* to ensure health and safety of all participants.

STEPS TO BECOME A RECRUITMENT LEAD:

- » Be a registered member of Girl Scouts including a background check.
- » Complete Event Planning and Encampment Studio Workshop in person or online class specifically for volunteers that help at special programs.
- » Leadership from the Inside Out online resource recommended.
- » Previous encampment or event planning experience recommended.

THANK YOU FOR YOUR TIME AND COMMITMENT.