

EVENTS ORGANIZER

Service Team Position Description

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

SUPPORTED BY Service Unit Events Advisor, Member Service Executive (MSE in partnership with the GSACPC Program Manager for Volunteer, Service unit and IGM.)

APPOINTMENT Appointed by MSE in partnership with Service Team based on annual evaluation.

RESPONSIBILITIES/TASKS

- » Responsible for the overall management of the event. Work with your team to establish purpose and goals. Work with event volunteer/committees to ensure events support GSLE.
- » Recruit a volunteer and teen girl team to provide oversight to include general logistics, budget and financial management, registration process, activity schedule, communication with troops, purchasing, food planner, safety management, emergency planning and event evaluation.
- » Maintain control and atmosphere of fun throughout the event. Run the event and volunteer planning meetings in a democratic manner. Respect the rights of everyone. Responsible for committee morale and recognition.
- » Act as liaison for the event with Council Staff if program is held on GSACPC property.
- » Encourage girl led planning and execution of activities.
- » During the event the coordinator typically arrives before all participants and is the last one to leave. They typically do not lead or teach activities, rather be prepared to lend a hand when things come up.
- » 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, or incident/accident report if they apply.
- » Participate as an active member of the service team by attending regular service unit team and leader meetings during the season of the activity.
- » Present a positive image of Girl Scouting to girls, volunteers, and community members.
- » 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 background check.
- » Complete Event Planning and Encampment Studio Workshop (for camping events) in person or online class specifically for volunteers that help at special programs.
- » Leadership from the Inside Out online resource recommended.

THANK YOU FOR YOUR TIME AND COMMITMENT.