



Volunteer Position Description

Position: Event Coordinator

Accountable to: Service Unit Manager

Term: No less than one year

Summary: Oversee all service unit event planning; recruiting and organizing volunteers to ensure events are aligned with the Girl Scout Leadership Experience. Follow procedures and guidelines of GSCI and GSUSA, as well as state health and safety laws.

Accountabilities

- Complete council training for Event Coordinator and attend service team conference.
- Ensure events are aligned with the Girl Scout Leadership Experience, 4 Program Pillars of Girl Scouting, and all activities are grade level appropriate.
- Oversee quality Girl Scout events working with the service team to coordinate service unit event calendar
- Recruit volunteers – both girls and adults for events
- Delegate responsibilities to volunteers
- Ensure events are affordable and inclusive for all girls and adults, promoting a safe, welcoming setting
- Understand the various pathways of participation girls can be involved in Girl Scouts
- Ensure proper documentation for each event including but not limited to; certificate of insurance, insurance for non-Girl Scout attendees, Safety Activity Checkpoints and council policies and procedures
- Collaborate with GSCI staff to promote locally hosted council programs, suggesting potential event space, local calendar conflicts and other outliers' regional staff may not know.
- Positively promote and represent Girl Scouts locally within your community
- Attend service unit and service team meetings

Requirements

- Be a registered volunteer of Girl Scouts of Central Indiana
- Understand and promote the principles of the Girl Scout Leadership Experience and abide by the Girl Scout Promise and Law
- Have time to perform principal duties effectively
- Work positively with other adult volunteers, creating a committee of event planners
- Possess skills to plan, organize, collaborate and direct
- Present a calm, positive demeanor even when obstacles arise
- Involve service unit treasurer in all financial aspects of events
- Strive to include all girls in service unit, not just troops
- Ensure all pre and post event paperwork is completed and submitted by deadline
- Implement various ways that Girl Scouts can be involved in events even if they are not in a troop
- Serve as liaison for events and programs between GSCI staff and service unit

Evaluation - Evaluated and appointed annually by service unit manager.