



VOLUNTEER POSITION DESCRIPTION SERVICE UNIT EVENT COORDINATOR

Summary: The Events Coordinator is responsible for overseeing the planning, implementation, and oversight of volunteers for event offerings at the community level that provide high-quality experiences for girls that are aligned to the Girl Scout Leadership Experience. The nature of this position requires the individual to provide indirect service to girls.

Term of appointment: The Events Coordinator is appointed for a one year term that is renewable upon completion of evaluation processes.

Supervision: The Events Coordinator reports to the Service Unit Administrator.

Support: The Events Coordinator receives support, guidance, and encouragement from the Service Unit Administrator, Troop Consultant and Event Assistants. She or he has access to relevant learning opportunities and materials that prepare for and support this role.

Responsibilities:

- Work with Service Unit Administrator and Event Assistants to ensure all program offerings align to the Girl Scouts Leadership Experience by using journey books and *The Girls' Guide to Girl Scouting*, customized with additional local experiences.
- Work with the Service Unit Team in the development and marketing of new events.
- Host event planning meetings to coordinate logistics and event details.
- Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- Remain informed about and comply with the most current policies, procedures, and guidelines of Girl Scouts Louisiana and Girl Scouts of the USA (GSUSA).

Qualifications and core competencies:

- **Girl focus:** Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun.
- **Personal integrity:** Demonstrate dependability, honesty, and credibility.
- **Adaptability:** Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments.
- **Oral communication:** Express ideas and facts clearly and accurately.
- **Foster diversity:** Understand, respect, and embrace differences.
- **Computer skills:** Access to e-mail and the Internet.
- **Additional requirements:**
 - Event-planning experience a plus
 - Bilingual preferred (if applicable)
 - Must become a registered member of GSUSA
 - Complete required coursework as assigned and provided by Girl Scouts Louisiana East and GSUSA

Event Coordinator signature: _____ Date: _____

SU Administrator signature: _____ Date: _____

Original sent to Volunteer Management Dept: Date: _____/_____/_____