



# EVENTS COORDINATOR

## Service Team Position Description

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

**SUPPORTED BY** Service Team Events Manager, Member Service Executive (MSE) in partnership with relevant GSACPC Program Staff.

**APPOINTMENT** Appointed by MSE for one year; reappointment based on annual evaluation.

### RESPONSIBILITIES/DUTIES

- » Responsible for the overall management of the event. Work with event team to establish budget, purpose, and goals. Work with event manager to ensure events support GSLE.
- » Recruit a volunteer and older 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.
- » Encourage girl-led planning and execution of activities.
- » Actively promote the event.
- » Apply for extra insurance when appropriate.
- » Maintain control and atmosphere of fun throughout the event. Responsible for committee morale and recognition.
- » Act as liaison for the event with Council Staff if program is held on GSACPC property.
- » 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, budget, or incident/accident report if they apply.
- » Participate as an active member of the Service Team by attending regular Service Unit team and leaders' meetings during the season of the activity.

### REQUIREMENTS AND QUALIFICATIONS TO BECOME AN EVENT COORDINATOR

- » 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, recognize, understand, accept, and support all Council goals and objectives, including the Diversity Equity and Inclusion Statement.
- » 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 Coordinator training.
- » Leadership from the Inside Out online resource recommended.

By signing this agreement, I acknowledge that I have read, understand and agree to all responsibilities and requirements listed in the Event Coordinator 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!**