



**VOLUNTEER POSITION DESCRIPTION  
AREA EVENT DIRECTOR**

<b>SUMMARY:</b>	The Area Event Director is responsible for overseeing the planning, implementation and delivery of fun, educational, and safe events at the community level that provide high-quality experiences for girls and are aligned to the Girl Scout Leadership Experience in their assigned area of service.
<b>TERM OF APPOINTMENT:</b>	The Area Event Director is appointed for a term of one program year but may be eligible for reappointment.
<b>ACCOUNTABILITY:</b>	The Area Event Director is accountable to the Service Unit Manager and appropriate Learning and Development staff.
<b>RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• Work in partnership with the Membership Director and appropriate learning and development and program staff to develop customized, local events aligned to the GSLE for girls in the local community.</li> <li>• Recruit additional volunteers to assist in the planning and delivery of events as needed.</li> <li>• Host event planning meetings to coordinate logistics and event details.</li> <li>• Complete and submit event plan, schedule, and budget for approval prior to the promotion of the event to program staff; provide copies of all approved paperwork to Membership Director and appropriate program staff.</li> <li>• Create and submit flyers, programs and/or other printed materials to the Membership Director for approval and submission to Council Customer Care team for printing and/or mailing.</li> <li>• Support and encourage event participants to attain desired goals and awards and provide appropriate recognitions of achievement(s).</li> <li>• Complete and submit the event planning guide including full financial documentation to Membership Director and/or appropriate program staff within 4 weeks of the conclusion of the event.</li> <li>• Serve as a role model for other volunteers by modeling reliability, respect for others, respect for self, inclusivity, positivity and a spirit of collaboration.</li> <li>• Be guided in all actions by the Girl Scout Mission, Promise and Law.</li> <li>• Remain informed about and comply with all current policies, procedures and guidelines of Girl Scouts-North Carolina Coastal Pines and GSUSA.</li> </ul>
<b>QUALIFICATIONS AND CORE COMPETENCIES:</b>	<p><b>Girl Focus:</b> Empower, encourage, and guide girls and other volunteers to understand Girl Scouts’ girl-led, learn-by-doing and cooperative approach to developing a girl’s leadership skills.</p> <p><b>Personal Integrity:</b> Demonstrate dependability, honesty and credibility at all times.</p> <p><b>Adaptability:</b> Adjust, modify own behavior and remain flexible and tolerant in response to changing situations and environments.</p> <p><b>Oral Communication:</b> Express ideas and facts clearly and accurately.</p> <p><b>Foster Diversity:</b> Understand, respect and embrace individual differences.</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>• Currently registered member of GSUSA and a valid background check.</li> <li>• Event planning experience a plus.</li> <li>• Access to the internet and email.</li> <li>• Completion of Area Event Director or Area Event Director Recertification training as assigned and provided by GSNCCP and GSUSA.</li> </ul>

I accept the volunteer position responsibilities and will adhere to the qualifications listed above for the term of appointment unless my volunteer service is terminated earlier by the Council in its sole discretion. I agree and understand that during my appointment as a volunteer of GSNCCP that I am volunteering and I am not entitled to any payment or compensation for the services which I render to GSNCCP or on GSNCCP’s behalf and I further understand that by serving in this volunteer position I am not an employee or an independent contractor of GSNCCP.

Appointment Term: \_\_\_\_\_ to \_\_\_\_\_ Area of Service \_\_\_\_\_

Event Director Signature and Printed Name: \_\_\_\_\_ Date \_\_\_\_\_