

GIRL SCOUTS – DIAMONDS OF ARKANSAS, OKLAHOMA, AND TEXAS
VOLUNTEER POSITION DESCRIPTION

VOLUNTEER POSITION: EVENT COORDINATOR

PURPOSE OF POSITION: Supervise the coordination of Service Unit events to ensure safety, risk management, adherence to Girl Scout policies and procedures. Ensures that program have the key elements of helping girls discover, connect, and take action.

ACCOUNTABILITY: Appointed by and accountable to the Service Unit Director for a one year term (June 1st-May 31st).

QUALIFICATIONS:

- Must be in good standing with Girl Scouts – Diamonds of Arkansas, Oklahoma, and Texas.
- Be a registered adult member of Girl Scouts of the United States of America (GSUSA) and have a Volunteer Application / Criminal Background Check on file at the Council.
- Accept and adhere to the purpose and principles of the Girl Scout movement and the goals of GSUSA and the Diamonds Council.
- Have a working knowledge, acceptance, and willingness to promote Council’s goals, objectives, and policies.
- Ability and willingness to make decisions, organize materials, accurately maintain records, and work with adults from diverse backgrounds.
- Demonstrate excellent group and interpersonal communication skills.
- Ability to organize and coordinate events/programs.

RESPONSIBILITIES:

- Attend required Service Unit position training.
- Work with the Service Unit Manager to recruit volunteers/committees to plan, implement and evaluate Service Unit events.
- Coordinate and/or support all events held within the Service Unit, either by direct planning, or by supervising and supporting those volunteers that have been recruited to plan and implement the event.
- Work to ensure that all Service Unit program supports the Girl Scout Leadership Experience.
- Provide an Event Summary form; Evaluation forms to Service Unit Team after SU events.
- Ensure that all Service Unit events are open and accessible to all girls.
- Maintain positive working relationships with Service Unit Team members, parents, leaders, and community partners.
- Maintain continuous communication with Council, and Service Unit.
- Encourage and promote Council programs within Service Unit.
- Assist with the continued growth and development of the Service Unit and Service Team by being an active member.

I understand and agree to the terms of the position as stated above.

SU Event Coordinator

Service Unit Director

Date

