

SERVICE UNIT EVENT COORDINATOR POSITION DESCRIPTION

POSITION ACCOUNTABLE TO: Membership Specialist.

TERM OF OFFICE: One (1) year, subject to evaluation and re-appointment.

FUNCTION: Plan and organize Service Unit Events.

ACCOUNTABILITIES:

A. PLAN AND ORGANIZE ACTIVITIES ON THE SERVICE UNIT LEVEL

1. Solicit girl and adult input to identify Service Unit Event.
2. Identify date and time for each event.
3. Select and reserve location for each event.
4. Assist Public Relations Coordinator with publicity for events.
5. Notify Council of upcoming Service Unit events.
6. Collect event registrations.
7. Purchase needed program supplies and/or snacks.

B. RECRUIT VOLUNTEERS TO ASSIST WITH EVENTS.

1. Recruit adult volunteers.
2. Set up and attend planning meetings.
3. Delegate volunteer duties and maintain contact with volunteers.
4. Keep Service Team and Service Unit informed of upcoming events.

QUALIFICATIONS:

- Register as a member of Girl Scouts of the U.S.A.
- Commitment to the mission of Girl Scouts of the U.S.A.
- Willingness to learn, to work with others, and to participate in training for the position.
- Able to initiate action and work independently.
- Knowledge of your community(ies) and its (their) resources.
- Understand and interpret how the Girl Scout program can meet the interests and needs of the girls.
- Commitment to promoting pluralism and willingness to work with all people regardless of race, color, religion, sex, age, marital status, national origin, disability, or receipt of public assistance.
- Event planning experience helpful.
- Strong organizational skills.
- Ability to work well with adults and girls.

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SERVICE UNIT EVENT COORDINATOR AGREEMENT

I have read my position description and I accept the responsibility of serving as an Event Coordinator in Girl Scouts -- Homestead Council during the current year (June 1st – May 31st). I will do my best to serve in this capacity.

Signature

Date

SU #: 6 _____

Address: _____

City/Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

I am Currently Registered as an Adult Member of Girl Scouts: [] Yes [] No

During the next year, as Service Unit Event Coordinator, I will work on accomplishing the following three personal goals:

1. _____

2. _____

3. _____

NOTE: A copy of this signed form will be returned to you.

Membership Specialist

Date

Director of Membership and Program

Date

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