

## SERVICE UNIT EVENT COORDINATOR

### Your Role as the Service Unit Event Coordinator

The Service Unit Event Coordinator coordinates and implements Girl Scout program events for girls within the Service Unit. You will also help to ensure that events are well-planned, safe, and offer a high-quality Girl Scout program experience.

### Position Description-Service Unit Event Coordinator

**Reports to:** The Service Unit Director or Membership Representative

**Term:** One year, renewable

**Estimated Time Commitment:** Varies from ten (10) to fifteen (15) hours per month.

#### Qualifications

- Organized
- Good communicator
- Able to delegate
- Manage projects and people

#### Responsibilities

- Manages event projects from beginning to end.
- Coordinates all aspects of the event including: planning, acquisition of equipment, food and program supplies, and event facilities.
- Recruits and works with Service Unit committees to help with the planning and execution of events.
- Develops a project planning document and budget for each event/activity.
- Organizes registration and payment for events, keeping accurate participation and financial records and receipts for inclusion in final reporting (work with Service Unit Treasurer).
- Promotes events to the local community, Girl Scouts and non-Girl Scouts, if requested.
- Coordinates the design of flyers and advertising materials as needed.
- Ensures that girls and adults from varied social, cultural, ethnic, religious and economic backgrounds in the community are considered in planning the event.
- If event participants include non-Girl Scouts, arrange to provide for Plan 2 Insurance through the Council office at least four (4) weeks prior to the activity.
- Attend Service Unit meetings to promote events, answer questions, and support the Service Unit Team.
- Monitor compliance with health and safety standards, as outlined in *Safety-Wise* and Council guidelines.