SERVICE UNIT EVENT COORDINATOR

PURPOSE	APPOINTED BY	TERM
Coordinates the implementation of the Service Unit events and calendar	Service Unit Manager and/or Girl Scout of Silver Sage's Membership Manager	One Membership Year Renewable

RESPONSIBILITIES	• Work in partnership with the Service Unit team to set the Service Unit calendar • Recruit, supervise, and appoint girls and adults to form an event committee that coordinates and executes service unit events year-round • Ensure that quality programming is available to all girls • Responsible for event budgeting, expense & reimbursement auditing, including program credits for Service Unit events, and submission of all necessary event forms, i.e., Intent to Operate a Service Unit event forms • Work with the Service Unit recruiter when a Service Unit event can be used as a Girl Scout recruitment event • Comply with all applicable safety policies and requirements • Communicate all Service Unit events to GSSSC's Membership Manager when event specifics are known, to allow for event posting on Council's event calendar
REQUIRED QUALIFICATIONS	• Must be at least 18 years old • Be a registered Girl Scout member and have a current background check on file • Accept and adhere to the purpose and principles of the Girl Scout movement and the goals of GSUSA and Silver Sage Council • Be a team player, and be able to build, empower, and inspire girls and adults • Be organized, detail-oriented, and have good planning skills • Able to create and manage a budget and audit expenses and program credit submissions • Understand the Girl Scout Leadership Experience
DESIRED STRENGTHS & ATTITUDES	• Engage girls and adults in event planning, implementation, and execution • Incorporate the Girl Scout Leadership Experience in Service Unit events • Promote the Service Unit events to troop leaders, families, and the community
MARKETABLE SKILLS	• Event Planning • Volunteer Management • Teamwork • Communication

APPOINTMENT

Your appointment for the above position begins on _____ for SU _____ and will continue to September 30, 20____

SU Event Coordinator	Printed Name	Signature	Date
Appointed by	Printed Name	Signature	Date

THANK YOU FOR VOLUNTEERING!