



SERVICE UNIT EVENT COORDINATOR

SERVICE UNIT TEAM MEMBER

Summary: The Service Unit Event Coordinator cultivates a variety of girl experiences for Girl Scouts in the Service Unit founded in the four program pillars- STEM, Outdoors, Life Skills, and Entrepreneurship.

Term of Appointment: The Service Unit Event Coordinator is appointed for a three (3) year term from October 1 through September 30, renewable upon completion of the council volunteer evaluation process. This position requires an average of 10 hours per week.

Supervision: The Service Unit Event Coordinator is supervised by the GSDSW Troop/Service Unit Support team which will provide general oversight for all service unit operations.

Responsibilities:

- Work with Service Unit Team to manage and provide support for a designated group of troops
- Attend Service Unit Team meetings and Service Unit meetings
- During monthly SU meetings, provide a report as the SU Event Coordinator and answer questions
- Plan and implement SU events based on the four program pillars- STEM, Outdoors, Life Skills, Entrepreneurship
- Encourage troop leaders and older girls to assist with service unit and council events
- Encourage troop leaders and older girls to host and plan service unit and council events
- Encourage troop leaders and parents to help with council events
- Work with SU Treasurer to develop and maintain event budgets and know basic budgeting
- Follow and educate others on the GSDSW Event Planning Guide
- Collaborate with council staff for event promotion
- Plan for contingencies as necessary to minimize and manage risk
- Ensure events are within GSUSA Safety Activity Checkpoint guidelines
- Recommend and mentor a new Service Unit Recruiter during your third year in this position
- Complete Service Unit Position training provided by GSDSW
- Ensure positive visibility and awareness of Girl Scouting in the community
- Be guided by the Girl Scout Mission, Promise and Law
- Remain informed about, comply, and support the most current policies, procedures, and guidelines of Girl Scouts of the Desert Southwest (GSDSW) and Girl Scouts of the USA (GSUSA)

Qualifications and Core Competencies

- **Girl Focus:** Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun
- **Personal Integrity:** Demonstrate dependability, honesty, and credibility
- **Adaptability:** Adjust, modify own behavior, remain flexible and tolerant in response to changing situations and environments
- **Oral Communication:** Express ideas and facts clearly and accurately; committed to supporting the council by presenting a positive and consistent message of Girl Scouting
- **Foster Diversity:** Understand, respect, and embrace differences
- **Computer Skills:** Access to email and the internet, plus knowledge of social media
- **Time Management:** Ability to meet council deadline and complete tasks in a timely manner
- **Budgeting Skills:** Conscious decision making about allocation of money such that expenditures do not exceed the income
- **Additional requirements:**
 - Current GSUSA membership
 - Previous Girl Scout experience is preferred
 - Completed volunteer background check and training requirements remain up to date
 - Remain a volunteer in good standing at all times

By signing below, I affirm that I have read and understand the information above and agree to fulfill the responsibilities for this position.

Date: _____ Service Unit: _____

Print Name: _____ email: _____

Signature: _____