



# 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: \_\_\_\_\_