

Job Title: Service Unit Event Coordinator

Position Type: Volunteer, Service Unit Team Member

Term of Appointment: This position is appointed for a term of one (1) year, running August 1 – July 31, renewable annually with approval from the Service Unit Manager. Volunteers may serve a maximum of five (5) consecutive terms in this role, unless an exception is granted by council staff at the request of the Service Unit Manager.

Time Commitment: Average of 10 hours per week

Supervised by: Service Unit Manager

Position Summary

The Service Unit Event Coordinator creates and leads engaging experiences for Girl Scouts across the service unit, aligning all programming with the four foundational program pillars: STEM, Outdoors, Life Skills, and Entrepreneurship. This role fosters collaboration promotes girl-led opportunities, and supports leaders and older girls in hosting inclusive, safe, and fun events for all age levels.

Primary Responsibilities

Event Planning & Implementation

- Plan, organize, and implement events aligned with the Girl Scout program pillars (STEM, Outdoors, Life Skills, Entrepreneurship)
- Encourage and support troop leaders and older girls in planning and leading service unit and council events
- Ensure events reflect diverse girl interests and support progression across grade levels
- Promote Girl Scout traditions and create inclusive opportunities for all girls
- Collaborate with council staff to ensure events are well-promoted and aligned with council priorities
- Use the GSDSW Event Planning Guide as a planning resource

Team Collaboration & Support

- Work collaboratively with the Service Unit Team to support troops and promote events
- Attend and contribute to Service Unit Team meetings and general Service Unit meetings
- Provide event updates and answer questions during monthly SU meetings
- Encourage parent and volunteer involvement in supporting service unit and council events
- Maintain open communication with council staff for coordination and support

Administrative & Financial Oversight

- Work with the SU Treasurer to plan and manage event budgets
- Ensure events follow GSUSA Safety Activity Checkpoints and adhere to risk management standards
- Plan for contingencies and troubleshoot logistics as needed
- Maintain accurate records of event participation and outcomes
- Recommend and mentor a new Event Coordinator during the final year of your term

Training & Representation

- Represent Girl Scouts in the community in a positive, professional manner
 - Promote visibility and awareness of the Girl Scout Leadership Experience
 - Uphold the Girl Scout Mission, Promise, and Law
 - Follow all GSDSW and GSUSA policies, procedures, and branding guidelines
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Qualifications & Core Competencies

- **Girl Focus:** Promote girl-led programming that is fun, inclusive, and educational
 - **Personal Integrity:** Dependable, honest, and committed to Girl Scout values
 - **Adaptability:** Responsive and flexible in dynamic or changing situations
 - **Oral Communication:** Clearly express ideas and represent Girl Scouting positively
 - **Time Management:** Able to meet deadlines and balance multiple projects
 - **Computer Skills:** Proficient in using email, internet, and social media platforms
 - **Budgeting Skills:** Ability to plan and manage event budgets effectively
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Additional Requirements

- Current membership with GSUSA
 - Successful completion of background check and all required training
 - Remain a volunteer in good standing at all times
 - Previous Girl Scout experience is preferred
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Acknowledgment

By signing below, I affirm that I have read and understand the responsibilities of the Service Unit Event Coordinator role and agree to fulfill them to the best of my ability.

Date: _____

Service Unit: _____

Name (Print): _____

Email: _____

Signature: _____