

POSITION DESCRIPTION

POSITION TITLE: Events Coordinator

APPOINTED BY & ACCOUNTABLE TO: Recruitment & Organization Volunteer Field Administrator

TERM: One year (July 1 - June 30); reviewed annually; may be re-appointed

PURPOSE: Responsible for development and promotion of service unit-wide events.

RESPONSIBILITIES:

1. Plans calendar of events based on needs and interests of girls.
2. Strengthens troop program with purpose of retention through event participation.
3. Recruits, committee members to plan events for the service unit.
4. Responsible for promotion of events.
5. Locates and arranges sites for events.
6. Responsible for evaluation of individual events and the total event calendar.
7. Provides opportunities for girls in non-troop pathways to participate in service unit and county events with adult supervision.
8. Supports and works with the non-troop affiliated volunteers.
9. Works with service team to develop, implement, and evaluate a service team plan of work based on council goals and objectives and needs of the service unit.
10. Prepares and submits necessary reports.
11. Supports the council's Fund Development Plan.

QUALIFICATIONS:

1. Subscribes and adheres to the principles of the Girl Scout Movement as stated in the Girl Scout Promise and Law and the Mission Statement and becomes a registered member of GSUSA within the service unit's jurisdiction.
2. Is willing and has the availability to take training.
3. Demonstrates a commitment to membership growth and retention and to council fund development and visibility.
4. Demonstrates a commitment to diversity
5. Demonstrates and promotes courtesy and respect towards girls, parents, volunteers, staff and others.
6. Has administrative and organizational skills and the ability to accomplish work through the cooperative efforts of a diverse team.
7. Knowledge and willingness to learn about Girl Scout program.
8. Willingness to support the policies and activities of Girl Scouts of Gulfcoast Florida, Inc.

NATIONAL POLICY STATEMENT:

"Every adult volunteer and professional worker in Girl Scouting must be selected on the basis of qualifications for membership, ability to perform the job, and willingness and ability to take training for it.

I accept the position responsibilities and understand that I will receive a position review annually.

Volunteer name (print)

Supervisor name (print)

Volunteer signature

Date

Supervisor signature

Date

