



**Volunteer Position Description:** Community Event Coordinator

**Purpose of this Position:** To mentor Event Organizers and oversee events and series in the assigned area.

**Term of Appointment:** Appointed for one year. Eligible for reappointment annually.

**Supervised By:** Troop Support Specialist

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### **SPECIFIC RESPONSIBILITIES:**

#### **Ensure Awesome Experiences**

- Promote and support all Council and Community-level events.
- Encourage events throughout the assigned area by recruiting a geographically-diverse event committee.
- Ensure the area's event offerings include a variety of experiences relating to the Girl Scout Leadership Experience (GSLE) at all levels of Girl Scouting.
- Track and report event outcomes to the Troop Support Specialist.

#### **Encourage Girl-Led Events**

- Recruit volunteers to plan and deliver girl-led events for girls in the assigned area.
- Recruit girls to serve on a Girl Planning Committee in the assigned area.

#### **Keep Events Fun and Safe**

- Serve on the Community Funding Committee.
- Coordinate with the Finance Coordinator on the approval of Intent to Event forms.
- Mentor Event Organizers and ensure the Intent to Event process is followed for all events and series.
- Review Intent to Event forms and event flyers to ensure compliance with financial and safety policies and procedures.

### **REQUIREMENTS:**

- Be a registered adult member of GSUSA and support the Girl Scout Mission, Promise, and Law.
- Have a council-approved background check on file.
- Complete training specific to this position.
- Have no debt owed to GSSEM or its troops/groups.
- Energetic and enthusiastic about empowering adults to support and promote the Girl Scout Leadership Experience.
- Recognize the value of diversity and encourage mutual respect and understanding among all people.
- Adhere to GSUSA and GSSEM policies, guidelines, standards, and procedures.
- Support and promote the Girl Scout Leadership Experience.
- Serve as a positive example for girls by modeling behaviors such as reliability, respect for others, inclusiveness, and a positive attitude.