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

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.