

Name _____ GS Service Unit # _____

Address _____

Position Description: To coordinate the planning, conducting, and evaluation of a non-camping program event, ensuring that the event is conducted in accordance with Girl Scouts of the *GSUSA Volunteer Essentials and Safety Activity Checkpoints, and GSNETX Policies and Procedures*, meets the needs and interests of the target audience. **Term:** 12 months, reappointed annually.

Organizational Relationships:

Appointed by: GS Service Unit Manager or Trainer for GSSU Event Coordinator

Volunteer Support: GS Service Unit Team

Staff Support: Membership Specialist, Service Unit Engagement Coordinator

Accountabilities:

- Have current GSUSA registration and valid security status.
- Ensure that compliance with the regulations governed by the following is met: *GSUSA Volunteer Essentials and Safety Activity Checkpoints, and GSNETX Policies and Procedures*.
- Attend GS Service Unit Overview Training and position Adult Education and enrichment courses as needed to support continued effectiveness.
- Recruit, coordinate and manage an event planning team.
- Determines the purpose and value of the event.
- With the event planning team, recruit qualified persons for adequate supervision of the event.
- Locates and secures sites for events with the help of the event planning team.
- Identify and obtains all necessary resources for event activities
- Requests council approval for event/activities as appropriate and follows up with any required reports in a timely manner.
- Work within an established budget, following all financial procedures.
- Manage event income and expenses and submit report with receipts to GS Service Unit Manager, GS Service Unit Treasurer, or other designated GS Service Unit Team Member.
- Promotes the event to the target audience with the help of the event planning team.
- See that girls are given responsibility and opportunities to gain leadership and decision making skills throughout the planning, implementation, and evaluation process.
- Attend conferences, GS Service Unit Team and Leader meeting, and other scheduled meetings/events as appropriate.

Volunteer Appointment Agreement for the period of June to May

For GS troop positions, term is October, current year to September, next year. For GS Service Unit positions, term is June, current year to May, next year.

GS Volunteer's signature _____ Date _____

Appointed by (print name) _____ Position _____

Appointed by (signature) _____ Date _____

Copies of form should go to: Council, Appointer, and GS Volunteer