



GIRL SCOUTS OF CONNECTICUT, INC.
340 Washington Street * Hartford, CT 06106
860-522-0163 or 1-800-922-2770 (CT Only)
Fax: 860-548-0325 www.gsofct.org

VOLUNTEER POSITION DESCRIPTION

S E R V I C E U N I T E V E N T S C O O R D I N A T O R

Appointed by and Accountable to:
Term:

Service Unit Manager
One Year

Purpose:

- To supervise the timely and effective implementation of Service Unit Events

Qualifications:

- Is an active registered member of the Girl Scouts of the United States of America (GSUSA)
- Accepts the principles of the Girl Scout Promise and Law
- Is aware and accepting of religious, educational, racial, ethnic, and socioeconomic groups within the community
- Is committed to organizational diversity
- Is knowledgeable of GSUSA Policies and Standards and Girl Scouts of Connecticut, Inc. (GSOFACT) Policies and Procedures
- Is knowledgeable of the Girl Scout Program, its aims, and intents
- Administrative ability to plan, organize, direct the event, and complete necessary paperwork in a timely manner
- Be willing and able to delegate responsibility and authority as appropriate
- Capable of training volunteers to assist in the event

Duties and Responsibilities:

- Takes initial and on-going training necessary to execute the duties of the position
- Investigates, develops, and recommends special events to the Service Team and Service Unit on both a short-term and long-term basis
- Coordinates with Service Unit Team to determine the objectives of the event and overall plan
- Develops and implements the overall plan which includes (but is not limited to):
 - Application for a permit/site usage.
 - Recruitment, selection, and training of qualified event staff.
 - Timetable/schedule.
 - Financial management and budgeting.
 - Promotion of event.
 - Procedures for registration, placement, and confirmations for girls and adults.
 - Documentation and record management.
 - Recognitions for event staff.
 - Emergency preparedness.
- Monitors the progress of the event preparation and implementation
- Evaluates the event with the Event Committee and with the Service Unit Manager to determine whether the stated purpose of the event was accomplished
- Completes final reports and submits recommendations for future retention or elimination of events.
- Maintains an event file
- Works with Service Team members to:
 - Establish a special events calendar that will not conflict with Troop/Group/school plans/schedules.
 - Develop events in cooperation with other Service Units.
- Gathers information regarding other community organizations and considers developing special events in cooperation with those organizations

- Participates in performance evaluation with Service Unit Manager