

Girl Scouts of Central Texas Service Unit Event Coordinator

Position Summary: This position is responsible for conducting and organizing events for Girl Scouts within a designated geographical area. In partnership with the service unit team, the service unit event coordinator provides support to volunteers and aids in meeting service unit specific goals and making a difference in the lives of Girl Scouts in their community.

Accountability: Appointed for the assigned service unit and accountable to the Service Unit Leadership Team or other appropriate Girl Scouts of Central Texas (GSCTX) staff members. This position is appointed for a one-year term limit and will be reviewed annually.

Responsibilities:

- Recruits, supervises, and appoints adult and youth members to coordinate service unit events.
- Provides guidance for events to be based on the Girl Scout Leadership Experience (GSLA).
- Ensures that quality Girl Scout programming is provided to all youth.
- Assists with effectively publicizing events within the service unit and/or GSCTX.
- Creates wrap-up reports of events and completes event financial reports.

Position Commitments:

- Ensures that compliance with regulations governed by the following is met: GSUSA and GSCTX Policies and Procedures, including management of service unit finances if necessary.
- Ability to effectively interact, work, and collaborate with people of various cultural backgrounds and promote an environment of inclusivity.
- Completes all training for the service unit event coordinator position and checks in with your GSCTX membership staff for the most up-to-date training path.
- Be a registered adult member of GSUSA, have a current eligible criminal background check on file at GSCTX, and be in good standing with GSCTX.

Top Skills You Will Gain From This Position:

1. Leadership
2. Problem-solving and adaptability
3. Communication and improved interpersonal skills
4. Teamwork and collaboration
5. Event planning and creativity