



Girl Scouts of Central Texas Service Unit Event Coordinator

Position Summary: This position is responsible for conducting and organizing events for youth and adult members within a designated geographical area.

Accountability: Appointed to the assigned service unit for a one-year term limit that is reviewed annually and accountable to the service unit leadership team and appropriate GSCTX staff.

Responsibilities:

- Recruits, oversees, advises, and supports adult and youth members to assist with planning and executing accessible, inclusive service unit events that align with the Girl Scout Leadership Experience (GSLE).
- Hosts event planning meetings to coordinate logistics and event details.
- Facilitates opportunities for the event to be Girl Scout-led.
- Prepares and follows an event budget that does not exceed the funds allocated for the event in the service unit budget.
- Secures the date and location for the event.
- Ensures events maintain safety standards that follow *Volunteer Essentials* and *Safety Activity Checkpoints*.
- Effectively publicizes the event within the service unit and/or GSCTX.
- Keeps accurate records and receipts and makes them available to service unit team members when needed.
- Creates an event wrap-up report for yourself or the next person who runs the event to know what went well and what needs improvement for next year.
- Completes the event financial report and submits it to service unit leadership.
- Submits the [**GSCTX Service Unit Roster form**](#) annually to accept/renew the role.
- Participates in succession planning for the position.

Position Commitments:

- Ensures compliance with regulations governed by GSUSA and GSCTX policies and procedures, including management of service unit finances.
- Ability to effectively interact, work, and collaborate with people of various cultural backgrounds and promote an environment of inclusivity.
- Completes all training for the 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 and Youth Protection Training on file at GSCTX, and be in good standing with GSCTX.
- Ensures all data with personally identifiable information or financial information is kept confidential and not shared. Data should not be saved to personal devices or printed unless necessary and should be deleted or shredded as soon as it is no longer needed.

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