



Girl Scouts of Central Texas Service Unit Event Director

Position Summary: This position is responsible for overseeing and supporting service unit event coordinators and leading the organization of 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:

- In partnership with the service unit team, creates an annual service unit event calendar for the upcoming membership year that supports the service unit's goals.
- Communicates with the service unit treasurer or service unit lead – operations to request funds needed for service unit events to be included in the service unit's annual budget.
- Recruits, oversees, advises, and supports adult and youth members to coordinate service unit events.
- Ensures that quality Girl Scout programming is provided to all youth members, ample opportunities are available for events to be Girl Scout-led, and service unit events are accessible, inclusive, and align with the Girl Scout Leadership Experience.
- Assists service unit event coordinators with effectively publicizing events within the service unit and/or GSCTX.
- 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.
- Complete all training for the position and check 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.

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