



Girl Scouts®

Minnesota and Wisconsin
River Valleys

Event Coordinator Volunteer Position Description

Reports to: Service Unit Manager
Term: Two years, with reappointment
Purpose: Supervise the coordination of service unit events to ensure safety, risk management, adherence to policies and connection to Girl Scout Leadership Experience outcomes

RESPONSIBILITIES:

1. Work with the service unit manager to recruit volunteers/committees to plan, implement and evaluate Service Unit events, with a focus on the core events described in the "Service Unit Plan."
2. Coordinate and/or support all events held within the service unit, either by direct planning, or by supervising and supporting those volunteers that have been recruited to plan and implement the event.
3. Work with event planning team to ensure event supports the Girl Scout Leadership Experience, including prescribed outcomes and areas of learning (refer to "Service Unit Plan").
4. Ensure events are planned and implemented utilizing River Valleys' *Event Guide* and Core Service Unit Event planning packets.
5. Involve your service unit treasurer in all financial aspects of events.
6. Ensure all applicable pre- and post-event paperwork is completed, submitted by deadline, and approved by your service unit manager (membership specialist, if there is no service unit manager).
7. Follow established council guidelines to remove barriers ensuring that events and facilities are open and accessible to all girls.
8. Support and promote The Girl Scout Leadership Experience: Program Essentials at the service unit and troop levels.
9. Encourage leaders to participate in service unit and council-sponsored events.
10. Participate as an active member of the service unit team by attending regular service unit team and leader meetings, completing required position training, and participating in the creation of the annual service unit plan.
11. Complete volunteer position training, within required timeframe.
12. Follow all GSUSA and River Valleys policies, standards, and procedures.
13. Promote and support River Valleys' Family Fundraising Campaign, Fall Product Program and Cookie Program Activity in relationship to your volunteer position.

QUALIFICATIONS:

1. Currently registered adult member of GSUSA.
2. Willing to fully participate in volunteer application and screening process.
3. Practice welcoming and inclusive behavior toward people of all ages, races, religions, cultures, abilities, sexual orientation, gender, educational, and economic backgrounds.
4. Committed to speak and act in a manner consistent with the Girl Scout Mission, Promise, and Law.
5. Ability to organize and coordinate events/programs.
6. Strong interpersonal skills and ability to lead.
7. Ability to organize materials and accurately maintain records.



BENEFITS:

1. Help girls and volunteers become confident leaders who discover, connect, and take action in their community.
2. Receive limited accident coverage while carrying out Girl Scout responsibilities as a member of GSUSA.
3. Share your passion, experience, and enthusiasm for the Girl Scout program with new and veteran volunteers.
4. Share your knowledge, experience, and skills with girls and volunteers.
5. Gain and develop skills for personal and professional growth.
6. Receive training in areas of responsibility, plus continuous learning opportunities.
7. Receive financial assistance if needed.

RIVER VALLEYS' RESPONSIBILITIES TO OUR VOLUNTEERS:

1. Strive to match your skills and talents with an appropriate volunteer position.
2. Provide a volunteer position description and orientation to your position, River Valleys, and GSUSA.
3. Provide position-specific training when required and document when completed.
4. Provide an extensive network of resources, contacts, and programming ideas, and ensure services, materials, and resources are available and accessible.
5. Provide current information on upcoming events and activities through newsletters, meetings, and online resources.
6. Provide ongoing support, guidance, evaluation, and recognition of your volunteer service.