

Girl Scout Area Event Coordinator Position Description

Appointment/accountability:

Appointed by, and accountable to, the area manager for planning and carrying out special events in the assigned area – for example, annual area events, bridging ceremonies, encampments, festivals.

Term of appointment:

One-year appointment generally concurrent with the membership year, October 1 through September 30.
Recommended term limit: 5 years

Responsibilities:

1. Plan, supervise and implement events that meet the needs and interest of participants and are in keeping with Girl Scout Promise and Law.
2. Provide direction and guidance to event volunteers in maintaining quality events keeping the focus on the Girl Scout Leadership Experience.
3. Ensure programs are planned using Girl Scout processes (girl-led, learning by doing, cooperative learning).
4. Ensure events address three or more of the 15 outcomes.
5. Work with the area management team on the development of an annual calendar of activities.
6. Develop budgets for events to ensure income covers expenses.
7. Identify and secure needed supplies, equipment, and adult volunteers for program events.
8. Keep accurate documentation of participant attendance and number.
9. Prepare the area event report and submit to area manager.
10. Establish emergency procedures appropriate to the site consistent with Girl Scouts USA (GSUSA) *Safety-Wise* standards.
11. Administer evaluations that indicate how events impact the outcomes of the Girl Scout Leadership Experience.
12. Communicate with event volunteers, parents, troop leaders, and girls.

Qualifications:

- Accepts the principles and beliefs of GSUSA and Girl Scouts Heart of Michigan (GSHOM).
- Is a registered member of GSUSA.
- Excellent written and oral communication verbal skills.
- Demonstrated ability in planning, supervising and implementing youth programs.
- Knowledge of *Safety-Wise* and risk management issues.
- Ability to guide the work of adults and girls.
- Ability to budget and manage money.
- Creativity.

Benefits to volunteer:

Volunteers in this position gain experience in (1) event planning and implementation, (2) working with a team, (3) budgeting.