



## Service Unit Event Coordinator

**SUMMARY:** As a Service Unit's Event Coordinator, you are a key player in bringing the Girl Scout experience to life for girls and adults in your area. Your expertise, interests, skills, and life experiences are essential to the leadership experience—which inspires girls to reach their personal best. Mentoring is all in the details! We want you, our valued volunteer, to have all the knowledge and tools necessary to do a great job and have a great partnership with your Service Unit Manager (SUM). This position requires working closely with troops in the Service Unit (SU), planning and coordinating events for the SU, communicating with outside organizations, and collaborating with your community.

Benefits to Volunteers:

- Volunteers in this position will gain experience in event planning and implementation, working with a team, and budgeting.

**REPORTS TO:** Service Unit Manager

**APPOINTMENT:** Appointed by Service Unit Manager and Girl Scouts Heart of Michigan (GSHOM) staff partners for one year; reappointment based on annual evaluation.

**SUPPORT:** The Service Unit Event Coordinator will receive support from the SUM as well as GSHOM staff partners.

### RESPONSIBILITIES/TASKS:

- Plan and coordinate events in the SU for troops and Juliettes..
- Communicate with Service Unit volunteers and community partners in order to facilitate event coordination.
- Create a calendar of events for the SU and update volunteers with event opportunities.
- Ensure execution of events.
- Attend planned events (as available).
- Communicate all event related knowledge to the SUM.
- Coordinate with Service Unit Treasurer if funds from the SU will be used.
- Work together with SUM and troops to ensure events will be of interest to everyone in the SU.

### QUALIFICATIONS:

- **Personal Integrity:** Demonstrate honesty, radical candor, and take responsibility for actions and outcomes, even when no one is watching.
- **Positive Mindset & Attitude:** Chose to perceive and reach through a lense of empathy, enthusiasim, curiosity, helpfulness while being passionate solution-oriented, service-minded, and driven towards goals.
- **Unquestionable Excellence:** Dedicated to fufilling the Girl Scout mission, willing to work hard to bring our vision to life through resilience, determination, personal growth, and continous learning.

- **Mission Driven:** Care deeply about girl development and partnering with stakeholders.
- **Collaborative Changemaker:** Intentionally present and forward thinking dedicated to sharing skills through mentoring, service leadership, taking risks, intentional youth development, who are open to change and feedback.
- **Adaptability:** Adjust and modify one's behavior, and remain flexible and tolerant in response to changing situations and environments, unexpected obstacles, or diverse people expressing different perspectives, needs, or demands.
- **Oral and Written Communication:** Express ideas and facts clearly and accurately. Maintain open lines of communication with all GSHOM staff partners.
- **Fostering Diversity:** Understand, respect, and embrace differences.
- **Technology Skills:** Access to email and the internet.

#### **REQUIREMENTS:**

- Must be at least 18 years of age.
- Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- Must be a registered member of Girl Scouts of the USA (GSUSA) and have a background check completed.
- Must have knowledge of Girl Scouting including Safety Activity Checkpoints, Volunteer Essentials, and GSHOM policies.
- Remain informed about and comply with the most current policies, procedures, and guidelines of GSHOM and GSUSA.
- Must complete required training as assigned and provided by GSHOM and GSUSA.
- Ability to keep accurate records.
- Maintain a cooperative working relationship with paid council staff, service team members, and troop leaders.