



# Girl Scout Adult Volunteer Position Description 7/10

## Event Coordinator

### SUMMARY

The Event Coordinator works with area volunteers and girls to develop events for all registered and non-registered girls in a particular geographical area and supervises the planning to ensure consistent quality.

### PARTNERS WITH

- Service Unit Director

### SUPPORTED BY

- Service Unit Director
- Council Program Department
- Regional Membership Manager

### RESPONSIBILITIES

- Work with the service team to plan area girl events with volunteers
- Designs & directs event timelines
- Develops event budgets with the help of area Treasurer
- Recruits volunteers to help with rallies and events
- Supervises planning of events to ensure quality
- Promotes rallies and recruitments with School Organizer
- Completes necessary event forms and forwards to appropriate person(s)
- Attends service unit meetings for the purpose of gathering and sharing pertinent information about upcoming council and area events

### CORE COMPETENCIES

- **Girl Focus:** Helps girls set realistic, clearly defined goals/objectives to experience the New Girl Scout Leadership experience and achieve outcomes via Discover, Connect and Take Action
- **Adaptability:** Adjusts and modifies own behavior, and remains flexible and tolerant in response to changing situations and environments
- **Fostering Diversity:** Understands differences and embraces differences
- **Oral Communication:** Expresses ideas clearly and concisely
- **Personal Integrity:** Demonstrates honesty, credibility and dependability

I understand and agree to the responsibilities and competencies of this position.  
Print name below signature.

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Signature

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Date