

Service Unit Event Coordinator



Summary

Bring girls' dreams to life by organizing quality events in your community! The Event Coordinator works with volunteers and local community partners to organize events based on girls' interests and the National Program Pillars – STEM, Life Skills, Outdoors, and Entrepreneurship. You'll coordinate and advise event planning committees on event logistics and budgets, risk management, adherence to policies, and connection to the Girl Scout Leadership Experience outcomes. Most importantly, by combining girl feedback with Girl Scout traditions, you'll help girls and volunteers find a sense of belonging in their local Girl Scout sisterhood.

Appointment and Support

Service Unit Event Coordinators are appointed by Girl Scouts of Southwest Indiana (GSSI) staff and are asked to fulfill a one-year renewable term. You'll receive direct access to the GSSI Girl Experience Specialist to ensure quality programming recommendations and best event planning practices. Additional staff members are also available for direct assistance as needed.

Benefits

Service Unit Event Coordinators have unique opportunities to build long-term relationships, develop leadership skills, and directly impact girls in their community. Volunteering with Girl Scouts is an excellent way to give back to the community, gain valuable personal and professional skills, and share your knowledge and experience with others.

Time Commitment

Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
***	**	*	***	*	***	***	**	*	*	**	***

*** = High Activity ** = Medium Activity * = Low Activity

Responsibilities

- Stay up to date on GSSI's Event Calendar and community partners
- Promote staff and volunteer-led programs and events
- Partner with other volunteers on applicable program opportunities
- Adhere to risk management policies and procedures

Core Competencies

- Team facilitation and communication
- Collaboration and delegation
- Understanding of the Girl Scout Leadership Experience
- Event planning and organization
- Money management
- Problem-solving and time management
- Inclusiveness and integrity