

# Event Coordinator

## Girl Scout Adult Volunteer Position

### 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, Regional Membership Manager, Council Program Department

### 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Girl Scouts.**  
Eastern Iowa & Western Illinois

800-788-0833 | [www.GSEIWI.org](http://www.GSEIWI.org)