

Events Coordinator

Position Summary: To direct a Girl Scout Event based on the established purpose and goals.

Term of Appointment: The Events Coordinator is appointed annually by the Troop Leader. The position is renewable upon completion of an evaluation process towards the end of their term.

Support: The Events Coordinator receives support from the Service Unit Manager, and the GSNENY Volunteer Services Team.

Qualifications and Core Competencies:

- Present a positive image of Girl Scouting to girls, volunteers, and community members.
- Comply with all GSUSA and Council policies and procedures, including Volunteer Essentials, recognize, understand, accept, and support all Council goals and objectives, including the Diversity Equity and Inclusion Statement.
- Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- Be a registered member of GSNENY with a current background check.

Responsibilities:

- Responsible for the overall management of the event. Work with event team to establish budget, purpose, and goals.
- Collaborate with the SU Treasurers on purchases, record keeping and budget.
- Recruit volunteer(s), if applicable, to provide oversight to include: general logistics, budget and financial management, registration process, activity schedule, communication with troops, purchasing, treats, safety management, emergency planning and event evaluation.
- Encourage girl-led planning and execution of activities.
- Actively promote the event.
- Apply for extra insurance, when appropriate.
- Maintain control and atmosphere of fun throughout the event. Responsible for committee morale and recognition.
- Act as liaison for the event with Council Staff if program is held on GSNENY property.
- Organize and maintain accurate records. Encourage event planning outlines and evaluations be collected to support succession of event coordinators.
- Ensure all applicable pre-and-post event paperwork is completed and submitted in a timely manner, such as finance report, budget, or incident/accident report if they apply.
- Participate as an active member of the Service Team by attending regular Service Unit team and leaders' meetings during the season of the activity.

Statement of Term

The responsibilities of the Troop Cookie Manager position have been discussed with me, and I agree to fulfill them to the best of my ability.

Signature

Date

Printed Name

Troop Leader Signature

Date