



# EVENTS MANAGER

## Service Team Position Description

**SUMMARY** Supervise and recruit volunteers to plan Service Unit events. Ensure safety, risk management, adherence to policies and connection to Girl Scout Leadership Experience outcomes.

**SUPPORTED BY** Member Support Executive (MSE) in partnership with the relevant GSACPC Program Staff.

**APPOINTMENT** Appointed by MSE in partnership with the relevant GSACPC Program Staff for one year; reappointment based on annual evaluation.

### RESPONSIBILITIES/DUTIES

- » Working with the Service Team manager, recruit and mentor event coordinators to help plan, implement and evaluate Service Unit events.
- » Support all Service Unit events, either through direct, hands-on planning or by consulting and supporting event coordinators
- » Work with event coordinators to ensure events support the Girl Scout Leadership Experience.
- » Encourage girl-led planning and execution of activities.
- » Involve the Service Unit Finance Specialist in all financial aspects of events.
- » Organize and maintain accurate records. Encourage event planning outlines and evaluations be collected to support succession of coordinators.
- » Ensure all applicable pre-and-post event budget paperwork is completed, submitted, and approved in a timely manner.
- » Ensure event flyers are approved.
- » Encourage leaders to participate in Service Unit events.
- » Participate as an active member of the Service Team by attending regular Service Unit and leader meetings.
- » Maintain Service Unit Program Calendar to reduce event conflicts.

### REQUIREMENTS AND QUALIFICATIONS TO BECOME AN EVENTS MANAGER

- » 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 GSACPC with a current background check.
- » Complete Event Manager training.
- » Leadership from the Inside Out online resource recommended.

By signing this agreement, I acknowledge that I have read, understand and agree to all responsibilities and requirements listed in the Events Manager Service Team Position Description. In addition, as a volunteer serving in a Service Team position, I understand that some of my work will involve access to information/records that are considered confidential. I acknowledge my responsibility to respect the confidentiality of all volunteer and troop records, to follow council procedures in order to protect privacy and to act in a professional manner. I further understand that if I am found misusing confidential material or not protecting the privacy of others through my actions, I may be released from my position immediately.

SIGNATURE OF VOLUNTEER \_\_\_\_\_ DATE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_ SERVICE UNIT \_\_\_\_\_

***Thank you for your time and commitment!***