

# GSSU Event Coordinator

Volunteer  
Position  
Description



**Department:** Primary support: Programs. Additional support: Retention, Recruitment and other GSNETX departments.

**Position Summary:** To coordinate the planning, conducting, and evaluation of a non-camping program event, ensuring that the event is conducted in accordance with Girl Scouts of the GSUSA *Volunteer Essentials and Safety Activity Checkpoints*, and *GSNETX Policies and Procedures*, meets the needs and interests of the target audience.

**Position supported by:** Stacy Cushing, *Programming Partnership Coordinator*, 972-349-2412, [scushing@gsnetx.org](mailto:scushing@gsnetx.org)

## Responsibilities:

- Recruits, coordinates and manages an event planning team.
- Determines the purpose and value of the event.
- With the event planning team, recruits qualified persons for adequate supervision of the event.
- Locates and secures sites for events with the help of the event planning team.
- Identifies and obtains all necessary resources for event activities
- Requests council approval for event/activities as appropriate, and follows up with any required reports in a timely manner.
- Works within an established budget, following all financial procedures.
- Manages event income and expenses and submits report with receipts to GS Service Unit Manager, GS Service Unit Treasurer, or other designated GS Service Unit Team Member.
- Promotes the event to the target audience with the help of the event planning team.
- See that girls are given responsibility and opportunities to gain leadership and decision making skills throughout the planning, implementation, and evaluation process.
- Perform other position-related duties as assigned
- Maintain confidentiality of all GS Adult Volunteer information received.
- Attend conferences, meetings and other scheduled events as appropriate, including but not limited to GSNETX Kickoff, VIP Meetings, SU Summit, etc.

## Skills and Abilities:

- Previous GS experience preferred but not mandatory.
- Desire to help others.
- Collaborative and open to various ideas and perspectives. Diplomatic and able to work with different kinds of people.

## Position Commitments:

- Membership & Administration:
  - Have current GSUSA membership.
  - Ensure that compliance with the regulations governed by the following is met: GSUSA and GSNETX Policies and Procedures.
  - Complete the volunteer security process as required by position in order to help ensure the safety of the girls served through Girl Scouts.
- Time: 1 year
- Complete GS Service Unit Overview Training (TR601) – Home Study as soon as possible after accepting the position and Adult Education and enrichment courses as needed to support continued effectiveness.
- By accepting any volunteer position with Girl Scouts of Northeast Texas I accept and agree to abide by the Girl Scout Promise and the Girl Scout Law. I will respect and maintain the confidentiality of all privileged information related to Girl Scouts, its' girl and adult members, volunteers and staff to which I am exposed while serving as a Volunteer.

The Girl Scout Mission, Promise and Law are shared by every member of Girl Scouting and define the way Girl Scouts agree to act every day toward one another, other people, and the world.

**Girl Scout Mission:** Girl Scouting builds girls of courage, confidence and character, who make the world a better place.

### Girl Scout Promise:

On my honor, I will try,  
to serve God and my country,  
to help people at all times,  
and to live by the Girl Scout Law.

**Girl Scout Law:** I will do my best to be  
honest and fair,  
friendly and helpful,  
considerate and caring,  
courageous and strong,  
responsible for what I say and do,  
and to, respect myself and others,  
respect authority,  
use resources wisely,  
make the world a better place,  
and be a sister to every Girl Scout.

*Volunteer appointment and agreement is carried out through an online process.*