

Volunteer Position: Service Unit Program & Events Coordinator

Summary

The Service Unit Program & Events Coordinator (SUPEC) serves as a knowledgeable, positive and encouraging source of support for the entire Service Unit Team and enthusiastically engages others in carrying out the team's plans for membership development and delivery of a quality Girl Scout experience.

Average Time Commitment: 4-6 hours per month

Term of Appointment: One year

Appointment and Accountability

- Appointed for the assigned service unit from June 1 through May 31
- Accountable to the Service Unit Program Manager and assigned Membership Manager
- Responsible for the direction and support of the following volunteers: event leads, camporee coordinator/committee
- Position is renewable upon review and application

Responsibilities

- Create, implement, and maintain SU calendar of programs and events; submit to the council Program Department
- Promote and encourage council-level initiatives, programs, events, and outdoor opportunities
- Provide guidance, assistance and support with travel standards and insurance guidelines
- Implement, participate in, and/or support council National Stand Beside Her activities
- Ensure the service unit hosts an annual family event, traditional Girl Scout ceremonies (Court of Awards, investitures, etc.), outdoor events (like a service unit camporee) and recruitment/renewal event(s)
- Recruit volunteers to plan, implement and evaluate service unit events
- Submit a work plan to the Service Unit Program Manager and manage the budgets for all service unit events
- Ensure that all events are girl-led, involving girls in brainstorming activities, the planning, implementation, and evaluation process when appropriate
- Monitor and ensure compliance with health and safety standards for all service unit functions, as outlined by GSHS and GSUSA guidelines
- Ensure that all service unit events are open and accessible to all girls of appropriate grade level
- Organize registration and payment methods for events, keeping accurate participation and financial records and receipts
- Design flyers and advertising materials for events in collaboration with the Service Unit Communications Coordinator

- Ensure that girls and adults from varied social, cultural, ethnic, religious and economic backgrounds are considered when planning events

Expectations of All Service Team Volunteers

- Complete all required SU position-based training within 60 days of formal appointment
- Participate in ongoing learning opportunities for continuous growth in position
- Display a positive, enthusiastic attitude that reflects the acceptance of the mission, vision, and goals of GSUSA and Girl Scouts Heart of the South
- Be a positive representative of the Girl Scout Promise and Law
- Serve as a mentor for girls by modeling positive attributes such as reliability, respect for others, inclusiveness, and a positive attitude
- Remain informed about and comply with policies, procedures, and guidelines of Girl Scouts Heart of the South and GSUSA
- Demonstrate sound judgment, flexibility, organization, delegation, communication, and prioritization skills
- Value diversity and inclusion and help others understand and embrace it
- Support, promote, and maintain a commitment to and knowledge of the Girl Scout Leadership Experience and National Program Portfolio (petals, badges, Journeys, and other leadership awards)
- Ensure any requested/required forms and reports are submitted to council by appropriate due dates.
- Ensure positive visibility and awareness of Girl Scouting in the community
- Create an atmosphere of appreciation within the service unit using both informal methods and more formal GSUSA and GSHS Adult Volunteer Awards & Recognitions
- Adhere to the policies of the Girl Scouts and promote Girl Scouting in a positive manner to the public as well as to all internal and external customers
- Have access and the ability to communicate via phone, internet and email

Marketable Skills

Leadership	Flexibility
Critical Thinking	Organization
Budget Preparation	Attention to Detail
Mentoring	Communications
Teamwork	Event Planning
Time Management	Program Management

Qualifications

- Must be at least 18 years old
- Must be in good standing with the Girl Scouts Heart of the South
- Be a registered adult member of Girl Scouts of the United States of America (GSUSA) and have a current Criminal Background Check on file

- Accept and adhere to the purpose and principles of the Girl Scout movement and the goals of GSUSA and the Girl Scouts Heart of the South