

**Event Organizer**

**Summary:** The Events Organizer is responsible for overseeing the planning, implementation, and oversight of volunteers for events offered at the community level. The Events Organizer provides high-quality experiences for girls that are aligned with the Girl Scout Leadership Experience and follows Volunteer Essentials, Safety Activity Checkpoints, and state health and safety laws. The nature of this position requires the individual to provide indirect service to girls.

**Reports To:** Community Organizer

**Responsibilities:**

- Recruit, appoint, and supervise committee volunteers as needed.
- Work with Program Specialists and volunteers to deliver quality Girl Scout events.
- Work with Service Area Team and Event Assistants to ensure all program offerings align with the Girl Scout Leadership Experience by using Journey books and *The Girl's Guide to Girl Scouting*, customized with additional local experiences.
- Work with the Membership Specialist and Community Organizer to develop and market new events.
- Host event planning meetings to coordinate logistics and event details.

**Position Competencies:**

- Be able to give the necessary amount of time, energy, and interest required by the position.
- Demonstrate knowledge of the Girl Scout program and belief in girl/adult partnership.
- Must become a registered member of GSUSA and successfully complete the volunteer application process.
- Demonstrate the ability to communicate information in a clear manner.
- Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- Remain informed about and comply with the most current policies, procedures, and guidelines of Girl Scouts of Central Illinois and Girl Scouts of the USA (GSUSA).

**Qualifications and Core Competencies:**

1. **Girl Focus:** Creates fun, interactive, girl-led thematic services of activities, addressing current issues involving girls and their interests and needs.
2. **Adaptability:** Adjusts own behavior and remains flexible and tolerant in response to changing situations and environments, unexpected obstacles, or diverse people expressing different perspectives, needs, or demands.
3. **Fostering Diversity:** Understands that individuals bring different experiences to Girl Scouting and embraces those differences.
4. **Oral Communication:** Uses public speaking skills to deliver clear, organized, and vibrant presentations or information to the individual or group.
5. **Personal Integrity:** Demonstrate dependability, honesty, and credibility.

I have read and agree to follow the above position description and I realize that my failure to do so could result in my release from this volunteer position. This agreement is in effect beginning the \_\_\_\_\_ Girl Scout year.

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Volunteer Signature

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Date

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GSCI staff

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Date

Department: Volunteer Development	Approved by: Director of Membership Services
To Be Reviewed: June	Last Reviewed: June 2011
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