



Girl Scouts®



Service Unit Events Chair Volunteer Staff Position Description

Girl Scouting is a comprehensive, non-formal educational program for girls ages 5 through 17. Girl Scouting builds girls of courage, confidence, and character, who make the world a better place. Adults of all ages and backgrounds make Girl Scouting possible and gain personal satisfaction and growth by helping girls succeed.

PURPOSE OF POSITION:

To plan, implement, and evaluate service unit events for girls including logistics and planning and obtaining financial support.

QUALIFICATIONS:

- Be a registered member of Girl Scouts of the U.S.A. and at least 18 years of age.
- Be willing to follow and complete the volunteer staff appointment process as set by Girl Scouts of Western Ohio.
- Be willing to complete a background check.
- Be willing to carry out the position and exhibit behavior consistent with the framework of policies, procedures, and standards of the council and Girl Scouts of the U.S.A. (Refer to *Blue Book of Basic Documents*, *Safety-Wise*, and *Volunteer Resource Guide*.)
- Be willing to take training related to the position.
- Understand and be able to apply the Girl Scout program and design.
- Be willing to work in ways that will encourage participation in Girl Scouting by all girls and adults regardless of race, creed, color, religion, ethnicity, physical ability, national origin, or socioeconomic status.
- Be dependable, honest, and trustworthy.
- Be comfortable working with groups and individuals and managing the work of others.
- Be willing to use discretion in all confidential matters.
- Be detailed-orientated and organized with willingness and ability to meet deadlines.

ACCOUNTABILITIES:

Incumbent is accountable for, but not limited to:

- **Plan, implement, and evaluate** service unit special events, including logistics and budget.
- **Meet with service team members** and volunteers to plan and coordinate desired events.
- **Coordinate with service unit** volunteers for additional support as needed.
- **Coordinate with troop leaders** to determine additional events.
- **Evaluate** event as needed.

TERM OF APPOINTMENT:

One (1) year, with annual reappointment based on demonstrated ability to fulfill the responsibilities of the position.

APPOINTED AND MANAGED BY: Service Unit Manager

SUPPORTED BY: Service Team and other paid staff.