

# Event Consultant Volunteer Job Description

**Department:** Mission Delivery  
**Appointed By:** Service Unit Manager (SUM)

**Purpose:** The events consultant oversees the creation, marketing, and execution of service unit events designed to meet the needs and interests of girls and further the GS mission.

**Term of appointment:** One Girl Scout year, with possibility for continued service

**Support:** Direct support is provided by the SUM and Membership Manager (MM). She/he has access to relevant learning opportunities and materials that prepare for and support this role.

## **Responsibilities:**

- Review SU Plan of Work annually to determine events needs for the upcoming year.
- Review Volunteer Essentials and Safety Activity Checkpoints to make sure all planned events meet safety guidelines.
- Interpret the Girl Scout Leadership Experience and core national program materials into events that build community within the SU and achieve desired outcomes.
- Ensure that adequate insurance is purchased at least 4 weeks in advance of each event for any non-member participants.
- Ensure that all needed logistics are carried out, including site, fees, registration, clean-up, and materials needed for events.
- Recruit additional volunteers to assist with event planning & implementation. (All adults who work with girls must be approved GS volunteers.)
- Evaluate SU events and use evaluations to plan for next year.
- Complete position training.
- Remain informed about and comply with the most current policies, procedures, and guidelines of GSKSMO and GSUSA.

## **Core Competencies:**

- Girl focus: Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun.
- Personal integrity: Demonstrate dependability, honesty, and credibility.
- Adaptability: Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments.
- Oral communication: Express ideas and facts clearly and accurately.
- Foster diversity: Understand, respect, and embrace differences.
- Computer skills: Access to e-mail and the Internet.

## **Requirements:**

- Must be a registered members of GSUSA
- Must pass a criminal background check
- Be guided in all actions by the Girl Scout Mission, Promise and Law.
- Ability to keep accurate record.
- Willingness to work effectively with other team members
- Demonstrated group and interpersonal communication skills
- Background in customer service and support or other relevant fields
- Excellent organization and project-management skills

This job description is not intended to be all-inclusive. Reasonable accommodations will be made to allow individuals with disabilities to perform volunteer jobs with the council whenever possible.