Service Unit Event Representative

Summary

The Event Representative oversees the creation, marketing, and execution of high-quality Girl Scout events designed to meet the needs and interest of girls and further the Girl Scout Mission.

Term of Appointment

The Event Representative is a minimum two-year commitment and is renewable for a second consecutive term, for a total of four years of service.

The Girl Scouts of Utah Council, in conjunction with the Service Unit Team, will perform an annual evaluation of each Service Unit Team member.[i]

This position requires an average of 10 to 20 hours per month, depending on the time of year.

Support Team

- Service Unit Team
- Girl Scouts of Utah Council staff
- Customer Care for immediate issues at info@gsutah.org or 801-265-8472

Required Training

- Annual Leadership Summit
- Council Sponsored Events Training

Responsibilities

Participate in the Service Unit Team

- Attend and actively participate in regular Service Unit meetings and annual Leadership Summit.
- Determine what events will be provided to support the Service Unit annual plan and annual goals.
- Select and train additional volunteers for events and activities.
- Coordinate with the Service Unit Finance Representative to manage Activity Credits and event budgets.
- Support other Service Unit Team members in accomplishing Service Unit goals, especially where events coincide with those goals.

- Work with the Troop Organizer to provide support within the Service Unit.
- Recruit, manage, and oversee the Director of Day Camp in partnership with Council staff members (when applicable).
- Lead by example.

Oversee Service Unit and Council Sponsored Events

- Attend Council Sponsored Events Representative Training every two years.
- Ensure all planned events meet guidelines expressed in Volunteer Essentials and Safety Activity Checkpoints.
- Manage events according to the events Program Manual and lead event volunteers in carrying-out event logistics including site, fees, registration, clean-up, and materials needed.
- Evaluate Service Unit events and ensure results are available when the Service Unit plans future events.

Implement the Girl Scout Leadership Experience

- Empower girls to lead activities, learn by doing, and cooperate with others.
- Involve older girls in planning and carrying-out events whenever possible.

Support Troops and Troop Events

- Connect with troop leaders to gather ideas for future events and encourage troops to lead Service Unit events.
- Strive to involve all troop leadership in Service Unit activities and gatherings.

Placement and Reappointment Process

The typical placement and reappointment process of Service Unit Team members will happen between the months of April and June.

- Interview with current Service Unit Director, Designated Service Unit Team members, and council staff member.
- Sign and agree to the position description and Service Unit Team agreement.
- Participate in Summer Leadership Summit Training.
- After first six months of service, meet with the Service Unit Team and designated Council staff member for a preliminary performance evaluation.

Qualification Requirements

- Current adult Girl Scout member in good standing.[ii]
- Understanding of the Girl Scout Leadership Experience and Girl Scout progression.
- Good organizational and planning skills.

- Ability to create and manage a budget.
- Ability to keep accurate records.
- Willingness to work effectively with other team members.
- Ability to communicate in a professional manner.

Recognition

Volunteers on the Service Unit Team play a fundamental role in supporting Girl Scouts and Girl Scout adults. As such, Service Unit Team members are highly valued and appreciated by the Girl Scouts of Utah Council and are eligible for various awards and recognition through local and council wide events.

Benefits of Service

- Play an integral role in girl development
- Connect to the legacy of Girl Scouts
- Develop leadership skills
- Develop planning, organizing, and budgeting skills

[i] Evaluations will be based on fulfilment of responsibilities in this job description and "Volunteer Safety and Conduct Policies" in *Volunteer Essentials*.

[ii] To be a member in good standing, volunteers must be in good financial standing with no council debt, have submitted the Troop Financial Report by June 30th, and follow "Volunteer Safety and Conduct Policies" outlined in *Volunteer Essentials*.