



Service Unit Event Representative

Summary

The Service Unit Event Representative plays an important role by providing high-quality Girl Scout events designed to meet the needs and interest of girls and further the Girl Scout Mission. The Event Representative enthusiastically creates, promotes, and executes fun and educational service unit programs and events while ensuring all activities comply to safety/risk management requirements, adhere to GSUSA and council policies, and connect to the Girl Scout Leadership Experience (GSLE).

Responsibilities/Duties

- Collaborate with all service unit team members to determine what events will be provided to support the service unit annual plan and goals (such as retention and recruitment goals).
- Ensure all planned events meet guidelines expressed in Volunteer Essentials and Safety Activity Checkpoints and consist of the Girl Scout Processes - Girl Led, Learning by Doing, and Cooperative Learning.
- Work with the service unit team to recruit volunteers to plan, implement and evaluate service unit events and activities.
- Strive to involve all troop leadership in service unit activities and gatherings.
- Consult with the Service Unit Finance Representative to ensure budget compliance for events.
- Connect with troop leaders to gather ideas for future events and encourage troops to participate/attend service unit events.
- Involve older girls (Girl Advisory Board) in brainstorming activities, the planning and implementation process, and to participate at the events whenever possible.
- 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.
- Coordinate with the Service Unit Finance Representative to manage activity credits and event budgets.
- Ensure all service unit events are open and accessible to all girls, including Juliettes, of appropriate grade levels.
- Work with team to create, implement and maintain service unit calendar of all approved programs and events and share with troop leaders throughout the membership year.

Qualification Requirements

- Ability to dedicate an average of 10 to 20 hours per month, depending on the time of year.
- Excellent communication, planning skills, and is well organized.
- Experienced and skilled in using basic computer programs.
- Attend Council Sponsored Events Representative Training every two (2) years.

Benefits of Service

- Develop leadership skills
- Develop planning, organizing, and budgeting skills

Term of Appointment

Appointed by Volunteer Support Specialist and reappointment based on annual evaluation. This position is a minimum two (2) year commitment and is renewable for a second consecutive term, for a total of four (4) 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.

Support Team

- Volunteer Support Specialist
- Volunteer Support Manager
- Training & Development Coordinator
- Program Department
- Customer Care Department

Resources

- Service Unit Guidebook
- Service Unit Planning Packet
- Council Sponsored Events Packet
- Safety Activity Checkpoints
- Volunteer Essentials