



Area Events Coordinator

Volunteer Position Description

Position: Area Events Coordinator

Reports to: Troop Support Specialist or Designee

Summary: Assist in the implementation of community, regional, or Council events by working in partnership with adults and girls designated as event directors. The nature of this position requires the individual to provide direct or indirect service to girls.

Term of appointment: The Area Events Coordinator appointment is for a two-year term that is renewable upon satisfactory performance with a maximum of three terms.

Responsibilities:

- Adheres to council policies, standards and procedures, including social media standards and anti-discrimination policies
- Ensures prompt completion of event paperwork submission to Regional Events Chair
- Participates as an active member of the Service Area Team; including attending meetings
- Remain informed about and comply with the most current policies, procedures, and guidelines of Girl Scouts of San Gorgonio and Girl Scouts of the USA (GSUSA)
- Ensure events presented fall within the Girl Scout Leadership Experience (GSLE) guidelines
- Provide mentoring and support to Event Directors

Qualifications and 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.
- **Additional requirements:**
 - Bilingual (if applicable)
 - Must be a background cleared member in good standing with the Girl Scouts of San Gorgonio
 - Complete required and ongoing training as needed

Girl Scouts of San Gorgonio will provide or make available all applicable resources and training opportunities.