

## Girl Scouts of Western Washington

### **Event Director Position Description**

The **Event Director's** purpose is to develop, implement and evaluate Girl Scout program events for girls in an assigned geographic area. Program events and activities should be designed in partnership with girls and with the goal of providing a high quality Girl Scout experience for all attendees. In addition, all events and activities should be consistent with the Girl Scout Mission, Promise and Law, and policies and goals of Girl Scouts of Western Washington (GSWW) and Girl Scouts of the USA.

**Qualifications:** The ability and willingness to contribute to a supportive Girl Scout environment and conscientious effort toward meeting the responsibilities of the position are required. Experience providing Girl Scout programming or in working with girls, good communication & organization skills and a proven ability to follow-through on commitments is preferred.

**Service Commitment:** The Event Director is appointed to the position by the Service Unit Manager or designee for the duration of the time it takes to carry out the requirements of the particular assignment. The Event Director should expect to devote the necessary time to carry out the assignment, which will vary depending on the event.

**Support and Supervision:** The Event Director will be supported by and accountable to the Service Unit Manager or designee and Girl Scouts of Western Washington.

#### **Duties and Expectations:**

- Become/remain a member of GSUSA.
- Agree to be guided in all actions by the Girl Scout Mission, Promise and Law, and to comply with the policies of GSWW and GSUSA.
- Attend Event Director's Workshop and/or become familiar with current Girl Scout resources, especially those relating to program safety, policies and organizational standards.
- If using Service Unit funds for event, provide Service Unit Team with a preliminary budget and follow SU events guidelines.
- Attend Service Unit meetings to promote, answer questions and inform volunteers about event.
- Assure that girls and adults from the varied social, cultural, ethnic, religious and economic backgrounds in the community are welcomed and considered in planning the event.
- Design event in keeping with Girl Scout program goals and utilizing Girl/Adult planning methods.
- Organize registration and payment for event, keeping accurate participation and financial records and receipts for inclusion in final reporting.
- If event participants may include non-Girl Scouts, arrange to provide Plan 2 insurance through GSWW at least 4 weeks prior to the activity.
- Provide evaluation tool for attendees and provide results to Service Unit for future planning.

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#### **The Girl Scout Mission:**

Girl Scouting builds girls of Courage, Confidence and Character who make the world a better place.

#### **The Girl Scout Promise:**

On my honor, I will try  
to serve God\* and my country,  
to help people at all times,  
and to live by the Girl Scout Law

\*May be replaced by a word that reflects your personal beliefs

#### **The Girl Scout Law:**

I will do my best to be  
honest and fair,  
friendly and helpful,  
considerate and caring,  
courageous and strong, and  
responsible for what I say and do,  
and to  
respect myself and others,  
respect authority,  
use resources wisely,  
make the world a better place, and  
be a sister to every Girl Scout