

Volunteer Position Description

Event Director

Position Summary:

The **event director** develops, implements, and oversees Girl Scout program events for youth members in a service unit (SU). Program events and activities should be designed in partnership with youth and with the goal of providing a high-quality Girl Scout experience for all attendees.

Responsibilities:

- Create annual SU event calendar.
- Assist, guide, and mentor SU members (troops, groups, individuals) in planning and hosting events.
- For SU funded events: maintain consistent communication with SU team, provide financial information readily to SU treasurer (e.g., preliminary event budgets, receipts, event ledger), and follow SU event guidelines.
- Attend SU meetings to promote events, answer questions, and inform volunteers.
- Assist with registration and payment processing including use of financial assistance and cookie dough.
- Become and remain familiar with Girl Scouts of Western Washington (GSWW) safety guidelines and policies. Submit additional insurance and secure certificates of insurance to GSWW as necessary.
- Evaluate and debrief events with SU team and members.
- Agree to be guided by the Girl Scout Mission, Promise and Law, and the procedures and guidelines of GSWW and Girl Scouts of the USA.
- Create a welcoming atmosphere for youth and adults from all different social, cultural, ethnic, and economic backgrounds.
- Maintain GSWW confidentiality standards.

Qualifications:

- **Required Training:** Event Manager workshop
- **Experience:** Previous event planning required. Girl Scout volunteer leader/advisor preferred.

- **Leadership Skills:** Demonstrate leadership and decision-making skills, able to supervise youth and work collaboratively with adults. Commitment to inclusion regardless of race, ethnicity, physical or mental differences, geographic location, socioeconomic status, educational background or any other difference. Respect diverse viewpoints and willingness to engage in discussion.
- **Computer Skills:** Ability to use email, word processing software, and internet to communicate with SU team members, volunteers, and GSWW staff.
- **Other Requirements:**
 - Must be 21 years or older.
 - Become a registered member of Girl Scouts.
 - Complete required volunteer application process by submitting volunteer application, criminal background check.
 - Ability and willingness to meet the time commitments of event planning, paperwork, SU team meetings.

Time Commitment:

- Varies, minimum 1-4 hours a month, occasionally more depending on events schedule and planning.

Reports To:

- Volunteer service unit manager and/or service unit team
- Receives additional support from council membership staff as needed.

Marketable Skills:

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| • Social media, Microsoft Office | • Communication |
| • Public speaking | • Event planning |
| • Public relations | • Detail-oriented |
| • Marketing | • Volunteer management |