

Service Unit Events & Recognitions Coordinator

Term:

October 20____ through September 20____

All Service Unit positions will have a two-year term limit. Following the two-year term limit, volunteers may express their interest for another two-year term and would participate in the selection process. Service Unit Volunteers may serve two consecutive terms and can then apply for another position or apply for the previously held position after at least a one term (two-year) break.

Purpose of this position: To plan, coordinate, and execute fun, safe and meaningful Service Unit (SU) events in collaboration with the Service team, Girl Scouts, and volunteers, all designed to celebrate members and grow the Girl Scout movement. This position also leads the charge to recognize exceptional efforts of volunteers in the SU who demonstrate the ability to foster the Girl-Led Leadership Experience and build Girl Scouts of Courage, Confidence and Character.

Girl Scout Values:

- Role model Girl Scout values to other volunteers and girls and abide by the Girl Scout Promise & Law.
- Be up-to-date with all Girl Scout news, curriculum, policies, procedures and events in the area.
- Be available in the community to answer questions and connect with new volunteers in a positive and uplifting manner.
- Communicate in a respectful, prompt, and effective manner to peers and girls and maintain confidentiality where necessary.

Responsibilities:

- Complete all initial and recurring trainings required for your role on the Service Team.
- Develop annual event and recognition plans in collaboration with the Service team and council staff. Submit nominations throughout the year on the GSSOAZ nomination page.
- Ensure girls and adult volunteers are aware of, and nominated for, SU level awards, as well as council level/national awards.
- Develop event budgets and work with council staff to ensure required documentation is submitted for all events.
- Work with SU Treasurer to utilize service unit funds for events and submit required documentation.
- Attend scheduled service unit meetings.
- Collaborate with Service Team, troops, and council staff to plan and host cookie rally events.
- Supervise the coordination of Service Unit events to ensure safety, risk management, adherence to policies, and connection to Girl Scout Leadership Experience (GSLE) outcomes.
- In collaboration with the Service team, assist in planning and executing events to engage, recruit, and retain volunteers and Girl Scouts in the area in support of the SU Plan of Work.

- Be up-to-date with updates to Volunteer Essentials, Safety Activity Checkpoints and Blue Book of Basic Documents

Qualifications:

- **Ability to Focus on Girl Scouts:** Understand that the Girl Scout Leadership Experience is based on girl-led, cooperative-learning and learning-by-doing activities.
- **Adaptability:** Adjust and modify own behavior, and remain flexible and tolerant in changing situations.
- **Ability to Foster Diversity:** Understand and embrace differences. Practice welcoming and inclusive behavior toward people of all ages, races, religions, cultures, abilities, sexual orientation, gender, educational, and economic backgrounds
- Ability to speak and write clearly, accurately, and enthusiastically
- Basic knowledge about your community and its resources
- Demonstrate strong group and interpersonal communication skills, ability to lead.
- Strong DEI and cross-cultural communications skills, including the ability to communicate and recruit effectively with diverse communities who live in your service unit.
- All Service Team volunteers must maintain a registered membership and current background check with GSSOSAZ.
- Have read and signed Code of Conduct, Volunteer Essentials, and first 16 pages of the Safety Activity Checkpoints for the current membership year.
- Be organized, and have the ability to keep accurate and up to date records of events.
- Ability to organize and coordinate events/programs.
- Strong interpersonal skills and ability to lead.
- Have regular access to a computer, internet, telephone and valid email address.