

Summary: Oversees all service unit program planning for girls (events) and works with volunteers to ensure events are in alignment with the Girl Scout Leadership Experience, and following current policies, procedures and guidelines of Girl Scouts OSW, Girl Scouts of the USA and state health and safety laws. Manages overnight and Girl Scout troop travel paperwork, manages additional money-earning activity paperwork, trains and supports volunteers as needed.

Term of Appointment: The event/travel coordinator is appointed for a one-year term that is renewable upon completion of evaluation processes.

Supervision: Reports to program specialist and service unit manager.

Responsibilities:

- Be a registered member of Girl Scouts of the USA and successfully complete the volunteer application process.
- Be guided in all actions by the Girl Scout Mission, Promise and Law.
- Remain informed about and comply with the most current policies, procedures and guidelines of Girl Scouts of Oregon and Southwest Washington and Girl Scouts of the USA (GSUSA).
- Ensure events are in alignment with the Girl Scout Leadership Experience, and following council policies and procedures, *Safety Activity Checkpoints* and state health and safety laws.
- Work with program specialist and volunteers to deliver quality Girl Scout events.
- Manage Girl Scout troop travel and overnight paperwork; work with appropriate staff and volunteers to ensure appropriate volunteers have cleared background checks and registrations; support and train volunteers as needed.
- Manage additional money-earning activity paperwork; work with appropriate staff and volunteers to ensure appropriate volunteers have cleared background checks and registrations; support and train volunteers as needed.
- Stay current and be able to accurately communicate requirements of *Council Volunteer Policies & Procedures*, *Safety Activity Checkpoints* and state laws.
- Attend service team and service unit volunteer meetings.

Position Competencies:

- Knowledge of Girl Scout Leadership Experience, council policies and procedures, *Safety Activity Checkpoints* and state health and safety laws.
- Knowledge of service unit event planning methods and travel practices.
- Appropriate event planning and travel experience.

Core Competencies:

1. **Girl Focus:** Creates fun, interactive, girl-lead, thematic series of activities addressing current issues involving girls and their interests and needs.
2. **Adaptability:** Maintains a sense of humor, emotional composure, and objectivity under pressure, ambiguity or opposition.
3. **Fostering Diversity:** Strives to ensure a harmonious environment for girls and adults.
4. **Oral Communication:** Expresses ideas clearly, concisely and accurately.
5. **Personal Integrity:** Demonstrates dependability, honesty and credibility.