



Service Unit Event Manager  
Position Description & Agreement Form

**SUMMARY:** The Service Unit Event Manager is responsible for retaining and extending membership to all girls and approved adult volunteers by offering program opportunities consistent with the Girl Scout Leadership Experience. She/he is a member of the service unit team.

**RESPONSIBILITIES, DUTIES, & EXPECTATIONS:** The Service Unit Event Manager develops, implements, and evaluates Girl Scout events for girls in a designated geographic area.

**SUPERVISION:** The Service Unit Event Manager is appointed and accountable to the Service Unit and Troop Support Coordinator. She/he is supported by other GSMISTS staff members including the Membership Recruitment Coordinator and Customer Care.

**TERM OF APPOINTMENT:** The Service Unit Event Manager is appointed for a one-year term that is renewable upon completion of evaluation processes. She/he can expect to provide a minimum of 1-4 hours of service monthly, depending on the needs of the Service Unit. This is a year-round position. Ideally, no one person should serve in more than one service unit team role.

**REQUIREMENTS:** Service Unit Event Manager Training, Troop Management Training, Membership Year Kick-Off in August, Fall Meeting in November, Mid-Year Meeting in February/March, monthly service unit team webinars

I accept the commitment and responsibilities set forth above for the Service Unit Event Manager position.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Service Unit #

\_\_\_\_\_  
Service Unit Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
GSMISTS Staff Signature

\_\_\_\_\_  
Date