



Service Unit Event Manager Position Description & Agreement Form

SUMMARY: The Service Unit Event Manager is responsible for creating engaging events for existing girl members by offering program opportunities consistent with the Girl Scout Leadership Experience.

RESPONSIBILITIES, DUTIES, & EXPECTATIONS:

- The Service Unit Event Manager develops, implements, and evaluates Girl Scout events for girls in service unit area.
- Collaborate with all members of the service unit team to plan regular/expected events such as a cookie rally

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