

Service Unit Event Representative

Summary

The Service Unit Event Representative plays an important role by providing high-quality Girl Scout events designed to meet the needs and interest of girls and further the Girl Scout Mission. The Event Representative enthusiastically creates, promotes, and executes fun and educational service unit programs and events while ensuring all activities comply to safety/risk management requirements, adhere to GSUSA and council policies, and connect to the Girl Scout Leadership Experience (GSLE).

Responsibilities/Duties

- Collaborate with all service unit team members to determine what events will be provided to support the service unit annual plan and goals (such as retention and recruitment goals).
- Ensure all planned events meet guidelines expressed in Volunteer Essentials and Safety Activity Checkpoints and consist of the Girl Scout Processes - Girl Led, Learning by Doing, and Cooperative Learning.
- Work with the service unit team to recruit volunteers to plan, implement and evaluate service unit events and activities.
- Strive to involve all troop leadership in service unit activities and gatherings.
- Consult with the Service Unit Finance Representative to ensure budget compliance for events.
- Connect with troop leaders/co-leaders to gather ideas for future events and encourage troops to participate/attend service unit events.
- Involve older girls (Girl Advisory Board) in brainstorming activities, the planning and implementation process, and to participate at the events whenever possible.
- Manage events according to the Events Program Manual and lead event volunteers in carrying-out event logistics including site, fees, registration, clean up, and materials needed.
- Coordinate with the Service Unit Finance Representative to manage activity credits and event budgets.
- Ensure all service unit events are open and accessible to all girls, including Juliettes, of appropriate grade levels.
- Work with team to create, implement and maintain service unit calendar of all approved programs and events and share with troop leaders/co-leaders throughout the membership year.

Qualification Requirements

- Ability to dedicate an average of 10 to 20 hours per month, depending on the time of year.
- Excellent communication, planning skills, and is well organized.
- Experienced and skilled in using basic computer programs.
- Attend Council Sponsored Events Representative Training every two (2) years.

Benefits of Service

Marketable Skills

- Leadership
- Public Speaking - Facilitator
- Organization - Time Management

- Team Building
- Personnel & Conflict Management
- Delegation
- Volunteer Coordination
- Personal Integrity

Personal Enrichment

- Foster a greater understanding of the beliefs of the Girl Scout Movement
- Participate in a national and international organization
- Network opportunities
- Involvement opportunities in local, county and state activities
- Mentoring experience
- Discover outlets for creative expression
- Fulfill a desire to be helpful and make a difference in the lives of girls and adults
- Promote equality, diversity, antiracist and be an adaptable individual committed to building a forward-looking volunteer network

Term of Appointment

Appointed by Membership Support Specialist and reappointment based on annual evaluation. This position is a minimum two-year commitment and is renewable for a second consecutive term, for a total of four (4) years of service. The Girl Scouts of Utah council, in conjunction with the service unit team, will perform an annual evaluation of each service unit team member.

Once appointed to the position, volunteer will receive an email with instructions on how to access Looker.* Volunteer will lose access to Looker once they leave the position.

Transition into or from the service unit positions take place in July-August. Whenever leaving this position, the volunteer needs to complete all outstanding position requirements and/or provide their Membership Support Specialist with details of all incomplete tasks/requirements and all related documents before departure. Service Unit debit card is given to Service Unit Finance Representative, if applicable.

Council Support

- Membership Support Specialist
- Volunteer Support Manager
- Recruitment Manager
- Program/Outdoor Program Department
- Latinx Support Specialist
- Training & Development Coordinator
- Marketing/Communications Department
- Customer Care Department

Resources

- Service Unit Guidebook

- Service Unit Planning Packet
- Service Unit Budget
- Girl Scouts of Utah Council Sponsored Event Packet – Events Program Manual
- Volunteer Essentials
- GSU Volunteer Essentials Policies
- Safety Activity Checkpoints
- Looker*

**Looker is an online program that Girl Scouts of Utah utilizes to obtain membership information. Girl Scouts of Utah is releasing restricted data to volunteers for their use in their Girl Scout volunteer capacity. Any unauthorized disclosure/distribution of such data, including but not limited to addresses, phone numbers, email, etc. for any reason other than Girl Scout business is prohibited. The violation of disclosing any such Girl Scout data may result in the termination of their volunteer service for Girl Scouts of Utah. Once a new volunteer has been appointed to a service unit position in our membership database (Salesforce), the next day they automatically have access to Looker. When a volunteer is removed from their position in Salesforce, their access is removed by the next day.*