

SERVICE UNIT EVENT CHAIR

Volunteer Position

PURPOSE: To plan and implement Girl Scout events for girls in a service unit area.

RESPONSIBLE TO: Service unit manager

APPOINTMENT: Appointed by the service unit manager for a one-year term, renewable

RESPONSIBILITIES:

- Form committee and confer with the service unit manager to plan and implement event
- Secure first-aid/CPR trained adult and emergency contact person for event
- Arrange with organizations/vendors to provide services
- With committee, create event flier and submit with application to the Girl Scout Center for approval and make corrections as necessary
- After approval, distribute fliers to troops and collect registration forms and money
- Deposit all checks, cash and cookie dough at the Girl Scout Center
- Request deposit, petty cash, or vendor checks as needed
- Attend event and coordinate at site
- Within one week, submit completed Service Unit Event Summary to the Girl Scout Center along with receipts and any remaining petty cash from event

QUALIFICATIONS:

- Subscribes to the Girl Scout philosophy and registers as an adult member of Girl Scout of the USA
- Interest in and ability to work with adults and girls in the organization and in the community
- Ability to handle money and work within a budget
- Time and willingness to carry out the responsibilities of the position