SU EVENT MANAGER

<table>
<thead>
<tr>
<th>PURPOSE</th>
<th>APPOINTED BY</th>
<th>TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure the success of the Girl Scout Leadership Experience by managing the work of Event Committee members to provide unique Girl Scout program opportunities for girls.</td>
<td>Leader Support or Program Support Manager</td>
<td>One Year Renewable</td>
</tr>
</tbody>
</table>

INDIVIDUAL RESPONSIBILITIES

- Understand and accept the Girl Scout Leadership Experience (GSLE) and be able to incorporate outcomes into the event.
- Take the online Event Manager course [https://training.girlscoutsnorcal.org](https://training.girlscoutsnorcal.org)
- Adhere to health and safety standards as outlined in the Volunteer Essentials, Girl Scout Safety Guidelines and Safety Activity Checkpoints.
- Motivate, organize and provide directions to others, both girls and adults.
- Partner with the Service Unit Team to plan events and develop the concepts and safety plan.
- Complete necessary forms; submit on a timely basis and follow through on all plans made.
- Understand and work within a budget, completing pre and post budgets.
- Recruit and manage an event committee, as needed.
- Be present throughout the entire event.

IN PARTNERSHIP WITH THE EVENT COMMITTEE

- Plan and implement events for girls and/or adults that provide relevant experiences in accordance with the Girl Scout program, policies, standards, and procedures that provide a varied, well-balanced program that involves progression of activities and girl/adult planning.
- Monitor, support, evaluate and celebrate the progress of the committee in achieving goals.
- Delegate responsibilities, involving girls in the planning and implementation when possible.
- Instruct all committee members and event staff on council Emergency Management Plans.
- Develop the emergency plan for the event in partnership with the Event First Aider and committee members.
- Utilize community resources and experts to enhance the event.
- Ensure that event committee roster is developed and updated as needed.
- Available to attend required committee and service unit meetings for feedback and to publicize the event.
- Ensure that health, safety and policy standards are maintained.

QUALIFICATIONS

- Be a registered Girl Scout volunteer with GSNorCal screening clearance or a registered girl with an adult mentor.
- Good communication skills and is able to work with people of diverse backgrounds.
- Strong organizational skills and follow through; meets deadlines and returns calls or emails on a timely basis.
- Attention to detail and ability to plan simple to complex events by managing schedules, people, logistics, budget etc.
- Able to plan, supervise, evaluate, communicate effectively, and delegate work to others allowing for creativity and freedom to function.
- Able to maintain confidentiality when sensitive issues arise.

APPOINTMENT

Your appointment to the above position begins on and will continue to September 30, 20___

<table>
<thead>
<tr>
<th>Service Unit</th>
<th>Printed Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Appointed by</th>
<th>Printed Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

December 2017