

PURPOSE		APPOINTED BY	TERM
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.		Leader Support or Program Support Manager	One Year Renewable
INDIVIDUAL RESPONSIBILITIES	<ul style="list-style-type: none"> • 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 • Adhere to health and safety standards as outlined in the <i>Volunteer Essentials</i>, <i>Girl Scout Safety Guidelines</i> and <i>Safety Activity Checkpoints</i>. • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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____	
Service Unit	Printed Name	Signature	Date
Appointed by	Printed Name	Signature	Date