

Name of Position	Service Unit Event Consultant
Annually Appointed By	Service Unit Manager (in collaboration with Volunteer Support Staff)
Must have good working relationship with the following council staff teams and maintain regular two-way communication	Volunteer Support Staff Customer Care
Role Description	Oversees the creation, marketing, and execution of service unit events designed to meet the needs and interest of girls and further the Girl Scout mission.
Role Responsibilities	<ul style="list-style-type: none"> <li>• Recruit a team of additional volunteers to assist with the planning and implementation of service unit events.</li> <li>• Oversee the planning and logistics of the events including site reservation and fees, registration process, cleanup and material purchase in collaboration with Service Unit Manager and Service Unit Business Manager.</li> <li>• Serve as the point of contact for both Girl Scout attendees and event site staff.</li> <li>• Ensure all events meet safety guidelines as stated in Volunteer Essentials and Safety Activity Checkpoints.</li> <li>• Complete brand training and stay up to date with brand guidelines from GSKSMO and GSUSA to create appropriate marketing materials. Partner with Volunteer Support Staff for approval.</li> <li>• Evaluate events using post-event surveys to plan for the following year.</li> <li>• Able to check email and Facebook regularly through the membership year and answer questions within 24-48 hours.</li> <li>• Participation in the Event Consultant Facebook group for networking with other volunteers is encouraged but not required.</li> </ul>
Requirements	<ul style="list-style-type: none"> <li>• Must be a registered member of GSUSA.</li> <li>• Must pass a criminal background check.</li> <li>• Must complete all required safety and position training.</li> <li>• Able to demonstrate leadership, organizational, and presentation skills.</li> </ul>