

*Girl Scouts Heart of Central California*  
**Volunteer Position Description**

**POSITION:** **SPECIAL EVENTS COORDINATOR**

**OBJECTIVE:** Coordinate special training, recognition, and/or program events for adults.

**ACCOUNTABILITY:** Appointed by and accountable to the Director of Adult Development.

**RESPONSIBILITIES:**

1. Develop an event plan that includes the event objective, budget, timeline, tasks to be completed, and program outline.
2. Identify, recruit, and supervise event staff team.
3. Manage event budget.
4. Oversee event program development and scheduling.
5. Assist with event promotion.
6. Coordinate all aspects of event evaluation, including evaluation of event staff performance.
7. Submit all post-event reports within 30 days following event.
8. Contribute to the commitment to a diverse and pluralistic Girl Scout membership.

**QUALIFICATIONS:**

- Is (or is willing to become) a member of Girl Scouts of the USA.
- Ability and/or experience in:
  - managing budgets,
  - planning for and executing large events,
  - directing the work of others.
- Able to work with people of all racial, ethnic, cultural, religious, socioeconomic backgrounds and ability levels.
- Willingness to participate in an annual performance review.