

# Program Coordinator

## Volunteer Position Description

### Purpose

- Manages the service unit program calendar and collaborates with other volunteers to organize events and opportunities for local girls. Works directly with the service team, troop leaders, and council staff.

### Responsibilities

- Works closely with the GSME content and collaboration program specialist and acts as primary contact for all service unit events and opportunities.
- In collaboration with the service team during the Plan for Success, builds the service unit's program calendar.
- Recruits event committees made up of local volunteers who work together to plan events for the service unit.
- Ensures each committee member is trained as needed, completes the appropriate paperwork on time, and follows GSME guidelines.
- Oversees event committees' budgets to ensure they are making the best use of service unit funds (i.e., staying within budget and also fully using funds each year to support currently registered girls).
- Acts as the primary point of contact for service team girl members, who participate in planning programs based on their personal interests.
- Works with the service team Juliette navigator to ensure Juliettes have the opportunity to participate in service unit events.
- Provides updates on the status of service unit events at service team meetings and additionally as requested.
- Attends service team and leader meetings.

### Required Qualifications

- Registered and approved Girl Scout volunteer, at least 18 years of age, who lives the values of the Girl Scout philosophy and adheres to GSME policies and ways of work.
- Required Training: "Let's Plan Events" and "Let's Plan Camporee".
- Strong understanding of the Foundational Girl Scout Experience.
- Good organizational and money management skills— strong ability to create and follow timelines and budgets.
- Knowledgeable and versed on GSME policies as stated in the Volunteer Handbook and Service Team Handbook.
- Work productively & respectfully with people of diverse cultures, abilities, personalities, ages & backgrounds.
- Effective oral, writing and reading skills—express ideas and facts clearly and accurately.
- Adaptable and able to remain flexible and tolerant in response to changing situations and environments

### Desired Qualifications

- Enthusiasm for sharing and promoting events within your service unit, such as creating Facebook events, Facebook posts, flyers, emails, contacting the media (following GSME guidelines), etc.
- Familiarity with Microsoft Excel and Adobe Acrobat.
- Aptitude for coaching others to develop their planning and organizational skills.