

## Global Action Team Event Coordinator Position Description

- Title:** Global Action Team Event Coordinator
- Term:** Council wide volunteer, appointed annually, with the option of reappointment based on demonstrated ability to fulfill the responsibilities of the position
- Accountable To:** Program Director; Highest Awards & Teen Experience Program Specialist; GSME Global Action Volunteer
- Purpose:** Global Action Team Event Coordinator works with Global Action Volunteer and Global Action Team to create or advance programming and education in a variety of areas, with the goal of developing an increased awareness of global Girl Scouting and the interconnectedness of girls and girls' issues throughout the world.

### Primary Responsibilities:

- Works as a member of the Global Action Team to meet the goal “to provide consistent global programming for every Girl Scout at the local level.”
- Organizes global education events for GSUSA Global Action Days including but not limited to World Thinking Day, International Day of the Girl, Global Youth Service Day and World Environment Day as decided by the Global Action Team
- Organizes global education opportunities for other GSUSA and/or WAGGGS global-focused events and activities.
- Assist and act as resource for local level (Service Units, etc.) planning and execution of global events and programs.
- Organizes event(s) around girls completing global awards, to include but not limited to, GSUSA Global Action Award and World Thinking Day Award.
- Recruits volunteer committees, comprised of both girls and adults, to assist with global events.
- Becomes familiar with GSUSA’s Global Toolkit and any GSME Toolkits relating to global activities, such as World Thinking Day and International Day of the Girl.
- Assist in the development and modifications of GSME Event Toolkits relating to global activities and events for Service Units and Troops.
- Becomes familiar with the goals and activities of the World Association of Girl Guides and Girl Scouts (WAGGGS).
- Follows World Association of Girl Guides and Girl Scouts (WAGGGS) on social media for announcements of upcoming global events, new badges and awards, and World Centers updates.
- Promotes and participates in global opportunities, both council-wide and regionally
- Researches and locates resources to further global awareness.
- Be guided in all actions by the Girl Scout Mission, Promise, and Law.



**Core Competencies:**

- Be a registered member of Girl Scouts of the USA.
- Must complete a volunteer application and background screening, renewable every 5 years (as required by GSME).
- Complete GSME Let's Plan Events training and any required training as assigned and provided by GSME and GSUSA within three months of appointment.
- Remain informed about and comply with the most current policies, procedures, and guidelines of GSME and GSUSA including *Volunteer Essentials* and *Safety Activity Checkpoints*.
- Commitment to inclusion of all girls and volunteers, regardless of race, ethnicity, physical or mental differences, geographic locations, socioeconomic status, educational , or any other differences
- Respect for diverse viewpoints and willingness to engage in discussion
- Ability to work well with girls and other adults.

**Commitment of Volunteer Time:**

- Attend monthly Global Action Team meeting (via virtual connection)
- Check and respond to emails
- Complete projects according to project timeline

**Support:**

- The **Global Action Team Event Coordinator** receives support, guidance, and encouragement from the Global Action Volunteer, Highest Awards & Teen Experience Program Specialist, and the Program Director.

---

**Global Action Specialist  
Signature & Date**

---

**Global Action Volunteer  
Signature & Date**

---

**Highest Awards & Teen Experience Program  
Specialist  
Signature & Date**