



**VOLUNTEER POSITION DESCRIPTION
FALL RALLY COORDINATOR**

SUMMARY:

The Fall Rally Coordinator is responsible for overseeing the planning, implementation and delivery of a fun, educational, and safe event to kick off the annual Fall Product Sale at the community level.

TERM OF APPOINTMENT:

The Fall Rally Coordinator is appointed for one season (September – December).

ACCOUNTABILITY:

The Fall Rally Coordinator is accountable to the Area Fall Product Coordinator and appropriate Product Sales staff.

RESPONSIBILITIES:

- Work in partnership with the Membership Director and appropriate program staff to develop customized, local events aligned to the GSLE for girls in the local community.
- Recruit additional volunteers to assist in the planning and delivery of events as needed.
- Host event planning meetings to coordinate logistics and event details.
- Complete and submit event plan, schedule, and budget for approval prior to the promotion of the event to program staff; provide copies of all approved paperwork to Membership Director and appropriate program staff.
- Create and submit flyers, programs and/or other printed materials to the Membership Director for approval and submission to Council COSS team for printing and/or mailing.
- Support and encourage event participants to attain desired goals and awards and provide appropriate recognitions of achievement(s).
- Complete and submit final event report including full financial documentation to Membership Director and/or appropriate program staff within 4 weeks of the conclusion of the event.
- Remain informed about and comply with all current policies, procedures and guidelines of Girl Scouts-North Carolina Coastal Pines and GSUSA.

QUALIFICATIONS AND CORE COMPETENCIES:

Girl-led Focus: Empower, encourage, and guide girls and volunteers to understand Girl Scouts’ girl-led, learn-by-doing and cooperative approach to developing a girl’s leadership skills.

Personal Integrity: Serve as a role model for volunteers guided by the Girl Scout Mission, Promise and Law - modeling reliability, dependability, honesty, credibility, respect for others, respect for self, inclusivity, positivity and a spirit of collaboration.

Adaptability: Adjust, modify own behavior and remain flexible and tolerant in response to changing situations and environments.

Oral Communication: Practice positive communication skills and express ideas clearly and accurately.

Foster Diversity: Understand, respect and embrace individual differences.

Additional Requirements:

- Registered member of GSUSA and a valid background check.
- Completion of any required training assigned and provided by GS-NCCP and GSUSA.
- Email, internet, and texting capabilities for consistent and effective communication, document sharing and research.

I accept the volunteer position responsibilities and will adhere to the qualifications listed above for the term of appointment unless my volunteer service is terminated earlier by the Council in its sole discretion. I agree and understand that during my appointment as a volunteer of GS-NCCP that I am volunteering and I am not entitled to any payment or compensation for the services which I render to GS-NCCP or on GS-NCCP’s behalf and I further understand that by serving in this volunteer position I am not an employee or an independent contractor of GS-NCCP.

Fall Rally Coordinator Printed Name: _____

Fall Rally Coordinator Signature: _____

Date: _____

Area of Service: _____