



**GIRL GUIDES**  
**AUSTRALIA**  
SOUTH AUSTRALIA

## Events Coordinator

### Position Description

<b>POSITION:</b>	<b>Events Coordinator</b>
<b>REPORTING TO:</b>	<b>Relevant Region, District or Unit Leader</b>
<b>DATE:</b>	<b>July 2010</b>
<b>TIME COMMITMENT:</b>	<b>Flexible (as required)</b>

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#### **BACKGROUND**

Guides South Australia is part of the world wide Movement of more than ten million Girl Guides Victoria and Girl Scouts operating in over 140 countries. This progressive, non-political voluntary organization helps girls and young women develop into confident, self-respecting and responsible community members by providing a values-based, flexible and dynamic, non-formal educational program.

The organisation embraces girls and women from a diverse range of backgrounds, cultures, socio-economic groups and geographical areas and provides a supportive environment within which they can extend their personal boundaries. Organizational leadership at all levels is provided by skilled, open-minded women.

#### **DUTIES**

- Coordinating and supporting a local event or festival.

#### **KEY SELECTION CRITERIA**

- Highly developed organisational and communication skills.
- Ability to work autonomously.
- Strong team player and a commitment to collaborative working approaches.
- Sound interpersonal and liaison skills.
- Excellent administrative, co-ordination, organisational skills and financial skills
- Demonstrated understanding of all administrative functions and equipment usage.