

Volunteer Position: Service Unit Fall Product Coordinator

Summary

The Service Unit Fall Product Coordinator (SUFPC) organizes, coordinates, directs and manages the Fall Product Program and M2 online ordering systems at the service unit level.

Average Time Commitment: 6-8 hours per month, peak season September through December

Term of Appointment: One year

Appointment and Accountability

- Appointed for the assigned service unit from June 1 through May 31
- Accountable to the Service Unit Program Manager and assigned Membership Manager
- Responsible for the direction and support of the following volunteers: Troop Fall Product Managers
- Position is renewable upon review and application

Responsibilities

- Prepare and distribute Fall Product Program Materials
- Respect all council deadlines and policies
- Have an understanding of Girl Scout Fall Product Program goals, procedural expectations of the program, and safety guidelines
- Be willing and able to utilize the online ordering system throughout the program
- Plan and conduct training with all Troop Fall Product Managers, new and returning. Provide contact information so that you are reachable during the sale
- Ensure all troops have submitted the required manager agreement, ACH, bank information, and have two fully screened troop volunteers
- Collect all information (paperwork, payments, etc.), from troops on or before the scheduled deadlines and submit to council
- Instruct troops on the importance of adhering to the start date for the Fall Product Program
- Check all troop orders for correct information; accurately compile a comprehensive service unit order for both product and rewards; submit all information required in the M2 online ordering system on or before scheduled deadlines
- Secure a proper delivery site for service unit nut and candy delivery
- Coordinate the service unit nut and candy delivery and contact all Troop Fall Product Managers with pick-up information
- Communicate regularly with Troop Fall Product Managers
- Work closely with the council throughout the program to obtain answers to any questions or concerns from troops
- Sort, divide and distribute rewards to troops within a reasonable time upon receipt

Expectations of All Service Team Volunteers

- Complete all required SU position-based training
- Serve as a mentor for girls by modeling positive attributes such as reliability, respect for others, inclusiveness, and a positive attitude. Be a positive representative of the Girl Scout Promise and Law
- Remain informed about and comply with policies, procedures, and guidelines of Girl Scouts Heart of the South and GSUSA with a positive and enthusiastic attitude
- Value diversity and inclusion and help others understand and embrace it
- Support, promote, and maintain a commitment to and knowledge of the Girl Scout Leadership Experience and National Program Portfolio (petals, badges, Journeys, and other leadership awards)
- Ensure any requested/required forms and reports are submitted to council by due dates.
- Ensure positive visibility and awareness of Girl Scouting in the community
- Create an atmosphere of appreciation within the service unit using both informal methods and more formal GSUSA and GSHS Adult Volunteer Awards & Recognitions
- Adhere to the policies of the Girl Scouts and promote Girl Scouting in a positive manner to the public as well as to all internal and external customers

Qualifications

- Must be at least 18 years old
- Must be in good standing with the Girl Scouts Heart of the South
- Be a registered adult member of Girl Scouts of the United States of America (GSUSA) and have a current Criminal Background Check on file
- Accept and adhere to the purpose and principles of the Girl Scout movement and the goals of GSUSA and the Girl Scouts Heart of the South