

# Service Unit Fall Product Mentor Position Description

**Summary:** Support the annual Girl Scout of Eastern Massachusetts (GSEMA) Fall Product Program by volunteering time as a Service Unit Fall Product Mentor (SUFPM). This position is responsible for working with troops within the service unit to support the Fall Product Program.

**Expected Commitment:** approximately 2-3 months

**Reports to/Partners with:** GSEMA Product Program Team

This Product Program volunteer role description automatically incorporates the agreements made in the GSEMA [Online Volunteer Agreement](#).

## Basic Responsibilities:

- Become familiar with the Fall Product Program products, procedures, recognition plan and troop incentives such that you are able to answer troop volunteer questions comfortably.
- Conduct the Fall Program safely by adhering to [GSEMA Safety Guidelines](#).
- Encourage troop participation and promote the Fall Product Program.
- Receive program materials and distribute in a timely and safe manner.
- Provide support to Troop Fall Product Program Coordinators and other troop volunteers.
- Ensure that all troop orders within your service unit have been entered into M2 by the program deadline.
- Receive product delivered by trucking company on designated delivery date.
- Receive and distribute both product and recognitions to troops in a timely and safe manner.
- Conduct open and positive communications with Product Program Team as needed.
- Act as liaison between GSEMA Product Program Team and troop volunteers.
- Review Fall Program weekly Sunday emails, attend or view recorded GSEMA Fall Product Program Prep Talks and use [Team App](#) (join *GSEMA Product Program* team) to stay up-to-date on the program.
- Proactively communicate with all troops within your Service Unit reminders of program details and deadlines.
- Report any concerns to council about unsuitable troop behavior.
- Supervise Fall Program activity by ensuring all troops have submitted the online Troop Bank Account form to council.
- Accept financial responsibility of girl recognitions received from the Fall Program vendor, until signed for and received by Troop Volunteers.
- Withhold recognitions for troops with outstanding balances until notified by GSEMA.

## Qualifications:

- Be in good financial standing with GSEMA.
- Must have access to a computer with internet capability
- Comprehensive computer knowledge; willing to learn online database system- M2
- Agree to the volunteer provisions listed in the annual Online Volunteer Agreement, including but not limited to annual membership; a criminal background check; confidentiality of member information (CISP); and the Girl Scout commitment to work with all without regard to race, ethnicity/culture, religion, socio-economic status, gender, gender identity and expression, sexual orientation, or differing abilities.