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.