

Troop Fall Product Coordinator Position Description

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

Expected Commitment: Approximately 2-3 months, seasonally from September to November, reappointed each year via online agreement.

Supervised by: GSEMA Product Program Team (staff) in collaboration with local volunteer Service Unit Fall Product Mentor (SUFPM)

Basic Responsibilities:

- Follow and model the Girl Scout Promise and Law. Embrace the Girl Scout mission through the Girl Scout Leadership Experience.
- Conduct the Fall Program safely by adhering to GSEMA Fall Program guidelines, Girl Scout Safety Activity Checkpoints and Volunteer Essentials procedures.
- Become familiar with the Fall Product Program products, procedures, recognition plan and troop incentives.
- Encourage troop participation and promote the Fall Product Program.
- Receive and distribute Fall Program materials to girls and troop in a timely and safe manner.
- Develop sales goals with girls and troop volunteers.
- Enter all girl orders into M2 by the program deadline.
- Review Fall Program weekly Sunday emails, attend/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 girls/families in troop for reminders of program details and deadlines.
- Collect Fall Program sale proceeds and deposit into the troop bank account in time for scheduled GSEMA ACH debit dates. Maintain accurate records of inventory and money transactions with troop families.
- Receive Fall Program products and recognitions from Service Unit Fall Product Mentor and distribute to girls and families in a timely and safe manner.

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.