

\_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_



Name (Please Print) \_\_\_\_\_

Troop# \_\_\_\_\_ Service Unit # \_\_\_\_\_ District# \_\_\_\_\_

Fall Product Program [  ] Cookie Program [  ]

### **Volunteer Position Description and Agreement - Direct Service Troop Product Sale Coordinator**

**Summary:** The Troop Product Sale Coordinator is responsible for coordinating all aspects of the product sale program through the Girl Scout Leadership Experience (GSLE), by ensuring that all girls within the assigned troop have the opportunity to learn essential life skills by participating in the council's product sales. The nature of this position requires the individual to provide direct service to girls, helping them to develop their entrepreneurial skills on an individual or group basis.

**Term of appointment:** The Troop Product Sale Coordinator is appointed for a one-year term that is renewable upon completion of the evaluation process.

**Support:** The Troop Product Sale Coordinator receives support, guidance, and encouragement from the Troop Leader, Community Product Sale Coordinator (CPSC), and Girl Scouts of the Green and White Mountains (GSGWM) staff. She or he has access to relevant learning opportunities and materials that prepare for and support this role.

#### **Responsibilities:**

- Serve as a member of the troop and service unit teams to ensure girls make decisions together, and pursue their interests and goals.
- Attend Troop Product Sale Coordinator training provided by the CPSC or GSGWM staff.
- Verify with Troop Leaders that all girls in the troop are registered for the current membership year.
- With the Troop Leader, provide a parent/family training meeting and timely distribution of product sale materials to all parents and girls. Training will include the importance of the 5 Skills gained from participation in the product program.
- Support the troop, girls and parents throughout the sale. Be in frequent contact with girls and parents throughout the sale to help and encourage the girls and parents.
- Plan, coordinate, and encourage product booth sales to enable the troop to reach its goals.
- Accept and sign for troop products on assigned delivery day coordinated by the CPSC. Be responsible for assigning a substitute on delivery day if you are unable to fulfill this task.
- Coordinate with families for pickup of girl orders. Assure every parent signs for products received.
- Arrange for additional product as needed by the troop while minimizing risk of troop having an excess supply of product. Submit cupboard requests in eBudde on Monday of the week when needed. (cookie sale only)
- Confirm accuracy of information entered into the council product sale operating systems (UNIFY or eBudde) by specified date.
- Assure frequent and timely deposits of money collected by girls, or received at booth sales, into the troop checking account. Monitor which girls may still owe money and assure those parents make payments frequently for any outstanding balances.
- Deliver all Fall Product and Cookie rewards immediately upon arrival to the girls.
- Ensure the Conflict/Grievance Resolution Policy in the council's Policy and Procedures for Volunteers is implemented as directed and as needed.
- Ensure that all actions are guided by the Girl Scout Mission, Promise, and Law.
- Remain informed about and comply with GSUSA and GSGWM policies and procedures.

#### **Qualifications and core competencies:**

- **Girl Focus:** Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun.

- **Personal Integrity:** Demonstrate dependability, honesty, credibility, and confidentiality. Model appropriate behavior.
- **Adaptability:** Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments.
- **Communication:** Convey both written and oral communication in a clear and understandable manner appropriate for the intended audience.
- **Foster Diversity:** Understand, respect, and embrace differences.
- **Computer skills:** Know how to use e-mail and the Internet. Learn to use UNIFY/eBudde/Digital Cookie (as appropriate for your role). Have frequent access to email to aid with communications.
- **Organizational Knowledge:** Stay informed of key GSUSA and council-specific policies, priorities, and procedures/practices; understand how your position relates to and supports GSUSA and council goals, including increasing and developing membership and volunteer support.

## Requirements

- Successfully complete the council's intake process, which includes a criminal background check.
- Become a registered member of GSUSA.
- Complete Online GS 101 and the Welcome Video.
- Complete product program training.
- Provide updated volunteer and contact information to Council as changes occur.
- Provide updated information that may affect background screening results to Council.
- Comply with GSUSA and GSGWM policies, safety guidelines, and procedures.
- Opt-in to GSGWM emails and communications.

*Council will provide:*

- A copy of the Volunteer Policies and Procedures (available at [girlscoutsgwm.org](http://girlscoutsgwm.org)).
- Orientation, learning opportunities, and resources required to prepare volunteer for the position.
- Ongoing support, guidance, and feedback.
- Collateral materials for troop to participate in the product program.
- Recognition for contributions to Council and Girl Scouting.
- Liability insurance and supplementary accident insurance as part of national/council membership.

*I acknowledge that:*

- My Troop Product Sale Coordinator position is voluntary and I will not receive monetary compensation from either GSUSA or GSGWM.
- A background check is required every three (3) years of volunteer leadership and I agree to complete this as necessary.
- I am responsible for informing Council of any incident that occurs between background check renewals that could change my status.
- Any unauthorized use or dissemination of GSUSA and GSGWM materials or communications is strictly prohibited.
- I will opt in to all GSGWM emails and newsletters so that I can stay informed on council communications.

Reappointment will be made based on availability of positions, a satisfactory performance evaluation, and non-probationary volunteer status.

I acknowledge that, while my volunteer appointment is for the term described above, my appointment can be terminated at any time by the below-named GSGWM designee or by me for any reason or no reason.

I agree to fulfill all above requirements and responsibilities as listed.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Community Product Sale Coordinator Signature

\_\_\_\_\_  
Date