girl scouts of northern illinois

Volunteer Position
Service Unit Fall Product Program Coordinator

The Service Unit Fall Product Program Coordinator coordinates and directs the Fall Product Program at the service unit level. The Service Unit Fall Product Coordinator receives support from the Service Unit Team, Girl Scouts of Northern Illinois (GSNI) Product Program Team and their Member Engagement Specialist.

The Service Unit Fall Product Program Coordinator should be comfortable with promotion of troop and Girl Scout participation in the program, communication to assist troop volunteers to positively implement the program, managing and distributing product delivery, and using program software.

Responsibilities:

- Attend the Service Unit Fall Product Program Coordinator training provided by GSNI Product Program Team annually. Complete any additional GSNI required trainings if applicable.
- Promote participation of troops and Girl Scouts in the Fall Product Program. Encourage understanding of benefits of program participation, including practical life skills, financial literacy, and entrepreneurial mindset.
- Implement Fall Product Program for service unit. Complete requirements by deadlines.
- Communicate program details, procedures, and deadlines to participating troops in service unit.
- Attend Service Unit Volunteer Meetings. Conduct program review/Q&A for Troop Fall Product Chairs at a meeting.
- Distribute program materials to all eligible "Product Ready" registered troops and Girl Scouts.
- Assist Troop Fall Product Chairs with M2OS and questions throughout the program.
- Verify all participating troops in the service unit have entered all orders and reward selections in M2OS by the established deadline.
- Accept delivery of the service unit's nut and candy orders. Sort and distribute to troops in the service unit in a timely manner.
- Accept delivery of the service unit's rewards. Sort and distribute to troops in the service unit in a timely manner.
- Transport and store product and rewards in a clean, smoke/odor-free environment.

Additional Requirements:

- Be a registered adult member of Girl Scouts of the USA (GSUSA) for the current membership year of the program with the role of Service Unit Fall Product Program Coordinator.
- Have a GSNI background check on file.
- Completed required training(s) as assigned and provided by GSNI and GSUSA including the GSUSA Child Abuse & Neglect Prevention Training.
- Have knowledge of Girl Scouting, including Safety Activity Checkpoints and GSNI policies.
- Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- Remain informed about and comply with current policies, procedures, and guidelines of GSNI and GSUSA.

Service Unit _____

Name _____

E-Mail Address _____ Mobile Phone _____

As a Service Unit Fall Product Program Coordinator, I agree to the above responsibilities.

Signed _____ Date _____