



Volunteer Position Description

Position Title: Service Unit Product Program Volunteer

Reports to and is supported by:

Service Unit Management, Council Product Program Manager

Term of Appointment:

One year

Position Summary:

Coordinate training and provide support to troop product program volunteers/troop leaders

GSWNY Mission:

Girl Scouting builds girls of courage, confidence and character who make the world a better place

GSWNY's Responsibility to you:
Provide position-specific training
Provide resources, materials, and ideas
Provide ongoing support and guidance

Name: _____

Service Unit: _____

Address: _____

City/St/Zip: _____

Phone(s): _____

Email: _____

Responsibilities:

1. Attend Service Unit Product Program Manager training.
2. Provide materials, training and on-going support to Troop Product Program Volunteers/Troop Leaders.
3. Promote troop/girl goal setting.
4. Ensure accurate data entry in software system and assist troops as necessary (troop contact information, troop user access, product and recognition orders, etc.)
5. Coordinate delivery with troops and follow delivery procedures. Ensure product is distributed accurately. Maintain signed receipts for product distributed. For the cookie program build and train a service unit delivery team. If your service unit is part of the mega cookie delivery operation, recruit volunteers to participate at the mega delivery.
6. Verify troop payments; review all troop end-of-sale paperwork; and submit appropriate paperwork to Council Product Program Specialist by program deadline.
7. Verify service unit rewards to packing list. Report shortages/damages to council. Pick up and sign for non-ABC/non-Mags/Munchies rewards from Girl Scout service center. Prepare troop rewards and distribute within a month.
8. Adhere to all established deadlines.

Qualifications:

1. Believe in the aims and purposes of the Girl Scout movement and be supportive of Girl Scouts of Western New York (GSWNY).
2. Be a registered member of the Girl Scouts of the United States (GSUSA) via GSWNY.
3. Must complete a background check application with GSWNY and be approved.
4. Follow the guidelines, policies, procedures and standards of GSWNY and GSUSA.
5. Be able to work with adults and to delegate and share authority.
6. Be able to meet deadlines and responsibilities, and to maintain confidentiality.
7. Complete initial and ongoing training related to the position.
8. Have online computer access and knowledge of software.

I understand and agree to the responsibilities and qualifications of this position.

SU Product Program Manager Signature

Date

Submit signed agreement to:

Council Product Program Specialist
Service Unit Management (copy)