



FALL PRODUCT PROGRAM TRAINING SPECIALIST Service Team Position Description

Summary Ensure that the Troop Fall Product Program Managers are trained in the Fall Product Program, are accurately entering data into M2, and receive all materials necessary.

Supported by Product Program Team and Member Support Executive

Appointed by The Member Support Executive and Service Team Fall Product Program Manager in partnership with the Product Program Team for one year; reappointment based on annual evaluation.

Responsibilities/Duties:

- » Create a training with the Service Team Fall Product Manager from Council-provided materials and facilitate distribution to Troop Leaders within the Service Unit.
- » Implement into your schedule two or three 30-minute availability times for members that missed initial training.
- » Be familiar with all Fall Product Program updates and important program changes.
- » Fall Product Program material and supplies are shipped to the Fall Product Program Training Specialist and must be distributed to participating troops.
- » Ensure that all troops participating in the Fall Product Program have signed the Troop Product Manager Agreement Fall Product Program Form: Financial Contract and Program Commitment Requirements before given access to M2.
- » Work with the Fall Product Program Training Specialist to ensure that all Troop Fall Product Program managers have been trained in M2.
- » Provide support and answer M2 questions from the Troop Fall Product Program managers.
- » Verify and submit accurate Service Unit initial order in M2.

Requirements and Qualifications to Become a Fall Product Program Training Specialist

- » Present a positive image of Girl Scouting to girls, volunteers, and community members.
- » Comply with all GSUSA and council policies and procedures, including Volunteer Essentials. Recognize, understand, accept, and support all council goals and objectives, including the Diversity Equity and Inclusion Statement.
- » Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- » Be a registered member of GSACPC with a current background check.
- » Complete Fall Product Program Council training.
- » Leadership From the Inside Out online resource recommended.
- » Must be well trained and comfortable using M2; supplemental /M2 training available through gsLearn.
- » Must be familiar with training techniques, comfortable speaking in front of a crowd, and a people person. Candidate must have advanced customer service, computer, verbal and written communication skills and check emails daily.

By signing this agreement, I acknowledge that I have read, understand and agree to all responsibilities and requirements listed above. In addition, as a volunteer serving in a Service Team position, I understand that some of my work will involve access to information/records that are considered confidential. I acknowledge my responsibility to respect the confidentiality of all volunteer and troop records, to follow council procedures in order to protect privacy and to act in a professional manner. I further understand that if I am found misusing confidential material or not protecting the privacy of others through my actions, I may be released from my position immediately.

SIGNATURE OF VOLUNTEER _____ DATE _____

PRINTED NAME _____ SERVICE UNIT _____

Thank you for your time and commitment!