

**VOLUNTEER POSITION DESCRIPTION
TROOP FALL PRODUCT COORDINATOR**

SUMMARY:

The Troop Fall Product Coordinator will effectively manage, plan and promote the Fall Product Program with troop members. Will also provide support and direction to Girl Scouts and caregivers throughout program.

TERM OF APPOINTMENT:

The Troop Fall Product Coordinator is appointed for one season (September to December).

ACCOUNTABILITY:

The Troop Fall Product Coordinator is accountable to the Area Fall Product Coordinator.

RESPONSIBILITIES:

- Complete Troop Fall Product Coordinator training.
- Work with Troop Leader to build enthusiasm about Fall Product Program and encourage all troop members to participate in Fall Product Program.
- Work with Troop Leader to ensure that all Girl Scouts are officially registered with Girl Scouts – NC Coastal Pines for the upcoming membership year.
- Provide training and Fall Product Program materials to troop members, including caregivers.
- Provide support and materials as needed to families during Fall Product Program.
- Collect Girl Scouts’ orders and payments, enter orders and recognitions in web-based order system, and complete troop contact information in site.
- Remain informed about and comply with all current policies, procedures and guidelines of Girl Scouts-North Carolina Coastal Pines and GSUSA.

QUALIFICATIONS AND CORE COMPETENCIES:

Girl-led Focus: Empower, encourage, and guide Girl Scouts and volunteers to understand Girl Scouts’ girl-led, learn-by-doing and cooperative approach to developing leadership skills.

Personal Integrity: Serve as a role model for volunteers guided by the Girl Scout Mission, Promise and Law - modeling reliability, dependability, honesty, credibility, respect for others, respect for self, inclusivity, positivity and a spirit of collaboration.

Adaptability: Adjust, modify own behavior and remain flexible and tolerant in response to changing situations and environments.

Oral Communication: Practice positive communication skills and express ideas clearly and accurately.

Foster Diversity: Understand, respect and embrace individual differences.

Additional Requirements:

- Registered member of GSUSA and a valid background check.
- Completion of any required training assigned and provided by GS-NCCP and GSUSA.
- Email, internet, and texting capabilities for consistent and effective communication, document sharing and research.

I accept the volunteer position responsibilities and will adhere to the qualifications listed above for the term of appointment unless my volunteer service is terminated earlier by the Council in its sole discretion. I agree and understand that during my appointment as a volunteer of GS-NCCP that I am volunteering and I am not entitled to any payment or compensation for the services which I render to GS-NCCP or on GS-NCCP’s behalf and I further understand that by serving in this volunteer position I am not an employee or an independent contractor of GS-NCCP.

Troop Fall Product Coordinator Name: _____

Troop Fall Coordinator Signature: _____

Appointment Term: _____ to _____

Date: _____ Area of Service: _____

Complete and provide copies to: Area Fall Product Coordinator and Product Program Manager(s)