



### *Service Unit Fall Product/Cookie Materials Coordinator*

**PURPOSE:** Support Fall Product and/or Cookie Program within the Service Unit by coordinating materials such as order forms and marketing collateral.

**TERM:** Appointed by GSOC Entrepreneurship Manager for duration of program.

**TIME COMMITMENT:** Approximately 5 hours during first month of program; 2-3 hours in other months (Fall Product: August-October; Cookies: December through February)

**ACCOUNTABLE TO:** GSOC Entrepreneurship Manager and Service Unit Program Lead

**SUPPORTED BY:** Service Unit Program Lead and Team GSOC Entrepreneurship staff

#### **RESPONSIBILITIES:**

- Receive, organize and sort program materials. Report any damages, shortages, and/or missing materials to GSOC's Entrepreneurship Department immediately.
- Develop and implement a plan to distribute materials to troop volunteers.
- Provide positive, girl-focused support for Fall Product and Cookie Programs and operate within the selling guidelines defined by GSOC.
- Complete evaluation to provide feedback and make recommendations.
- Serves as part of the Service Unit Program Team, supporting and participating in Program Team initiatives. Attends Service Unit and Team meetings.
- Completes annual Girl Scout membership registration, background screening (as required), role selection in MyGS, and submission of Volunteer Agreement and Non-Disclosure Agreement.
- Completes all position-related training within three months of appointment and/or prior to start of product program season, whichever comes first.

#### **QUALITIES REQUIRED:**

- **Commitment to Focus on Girls:** Understands that girls experience the Girl Scout Leadership model through using girl-led, cooperative-learning and learning-by-doing activities.
- **Confidentiality and Conflict Resolution:** Exercises discretion, integrity and impartiality in dealing with Service Unit personnel issues.
- **Ability to Foster Diversity:** Understands and embraces differences.
- **Communication Skills:** Expresses ideas clearly and concisely.
- **Model the Girl Scout Promise and Law:** Demonstrates personal integrity, credibility and dependability for girls and a commitment to the mission, goals, guidelines, policies and standards of GSUSA and GSOC.