



# FALL PRODUCT PROGRAM GIRL REWARD SPECIALIST

## Service Team Position Description

**SUMMARY** Coordinate with the Service Team Fall Product Program Manager to sort and distribute Girl Rewards to the troops in the Service Unit.

**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

- » Coordinate with the Service Team Fall Product Program Manager to determine the best location to pick up Girl Rewards (if necessary).
- » Maintain and track Girl Rewards in M2.
- » Communicate the Girl Reward deadlines and arrivals per council with the troops in the Service Unit.
- » Work with the Service Team Fall Product Program Manager to sort and distribute the Girl Rewards by troop.
- » Hold troop rewards if troop has not paid for product.
- » Work with the Product Program Team to replace damaged Girl Rewards.

### REQUIREMENTS AND QUALIFICATIONS

- » 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](#), [Safety Activity Checkpoints](#), and the [Volunteer Terms and Conditions](#); recognize, understand, accept, and support all Council goals and objectives, including the [Diversity, Equity, Inclusion, and Racial Justice Policy](#).
- » 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.
- » Complete the annual [Volunteer Agreement](#).
- » Must be well trained and comfortable using M2; supplemental M2 training available through gsLearn.
- » Must be detail oriented and able to accurately count and sort Girl Rewards. Candidate must have a home that can accept shipments and have a room that can be used to store and sort the rewards.
- » Must check email daily.
- » Participation in Authentic Leadership Community workshops recommended.

By signing this agreement, I acknowledge that I have read, understand and agree to all responsibilities and requirements listed in the Fall Product Program Girl Reward Specialist Service Team Position Description. 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!**