



# 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

- » 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 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.
- » 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 Training 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!**