



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

APPOINTMENT 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 method to pick up Girl Rewards (if necessary).
- » Maintain and track Girl Rewards in Unify.
- » Communicate the Girl Reward timeline 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 TO BECOME A FALL PRODUCT PROGRAM GIRL REWARD 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 training.
- » Leadership from the Inside Out online resource recommended.
- » Must be well trained and comfortable using Unify; supplemental Unify training available through tutorials.
- » 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.

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!