



FALL PRODUCT PROGRAM TRAINING SPECIALIST Service Team Position Description

SUMMARY Collaborate with the Service Team Fall Product Program Manager to ensure that the Troop Fall Product Program Managers are trained in the Fall Product Program and receive all Fall Product Program Material.

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:

- » Using materials provided by the Product Program Team, coordinate with the Service Team Fall Product Program Manager and Unify Specialist to develop and facilitate Fall Product Program training for Troop Fall Product Program Managers and Troop Leaders within the Service Unit.
- » Direct Troop Fall Product Program Managers and Troop Leaders to the Product Program Team tutorials when needed or if they are unable to attend Service Unit Fall Product Program training times or dates.
- » Be familiar with all Fall Product Program trainings, tutorials, and supplemental materials.
- » Fall Product Program material and supplies are shipped to the Fall Product Program Training Specialist and must be distributed to participating troops.

REQUIREMENTS AND QUALIFICATIONS TO BECOME A FALL PRODUCT PROGRAM TRAINING 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 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.

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!