

## Volunteer Role Description

### 2025-26 Fall Product Program Coordinator

Please complete on or before: August 30, 2025  
Accountable to: Service Unit Manager (SUM) & Council Product Program Team  
Classification: Voluntary, unpaid position

#### Position Summary:

The Fall Product Program Coordinator (Fall PPC) coordinates and manages the service unit's Fall Product Program including training, collection of orders and payments, product delivery, and distribution of youth rewards. The PPC is the key liaison between the Council product program team, service unit volunteers, and troops.

#### Essential Duties & Responsibilities:

- Attends the annual Fall Product Program training provided by GSSNE. If unable to attend, attend a separate training with the product program team.
- Provides service unit training for troop volunteers.
- Verifies ALL volunteers are properly registered and background screening for the new membership (utilizing [Looker](#)).
- Verifies all troops have at least 2 signed Fall Troop Position Description & Agreement prior to distributing materials to troops.
- Adheres to all GSSNE deadlines as outlined in the SU Fall Product Program Guide.
- Maintains regular, personal contact with council and offers support throughout the program to troops, with an emphasis on new troops as necessary.
- Counts, signs, and issues receipts signed by both parties for all transactions including deliveries and pick-ups.
- Reviews all troop orders for accuracy. Looks for any "odd" numbers that could be wrong (too big or too small).
- Collects orders and money, enters payments and paper orders as needed, and submits payments to council by the deadline.
- Arranges product delivery with Council staff and schedules troop pick-ups.
- Maintains all financial records and receipts until September 30 of the following year.
- Coordinates distribution of rewards to troops when they are received.

#### Time Commitment:

August to December. Order/payment turn-in in October and product distribution in November are

the most concentrated time commitments.

## **Requirements and Qualifications:**

- Has current membership and applicable background check(s) conducted through GSSNE.
- Completes all training required by GSSNE for the position.
- Complies with all GSUSA and GSSNE policies and procedures, including Volunteer Essentials, and recognize, understand, accept, and support all GSSNE goals and objectives, including the Diversity Equity and Inclusion Statement. <sup>1</sup>
- Presents positive image of Girl Scouts to youth, volunteers, and the public/community at large by being guided by the Girl Scout Mission and Promise & Law in all actions, at all times.
- Reliable communication pathways to computer, internet, and phone are required.
- Proven success handling a wide range of sensitive and confidential issues and communicating effectively with diverse groups.
- Strong attention to detail, well organized, and able to maintain accurate records.
- Willingly accepts constructive feedback, seeks developmental opportunities, and energetically and confidently possesses the drive to achieve Council goals.
- Willingness to follow through, meet deadlines, and be accessible to volunteers, troops, and Council is essential.
- Practices autonomy to self-assess skills and abilities and identify areas for improvement.

## **GSSNE Offers:**

- Personal support throughout the fall product season
- Access to professional development and network opportunities
- Access to certification opportunities and Girl Scout-specific training

<sup>1</sup> GSSNE is committed to achieve pluralism through respect for and appreciation of the religious, racial, ethnic, social, and economic diversity of this Country by reflecting that diversity in its membership, leadership, and programming. We believe this commitment is an integral part of all that we do as an organization. Only individuals willing to accept the basic tenet that Girl Scouting is for all girls may serve in volunteer leadership.

## Position Statement of Liability, Terms of Agreement

I acknowledge that my position as a GSSNE volunteer occupies a position of trust and confidence. I shall not at any time, while I am a GSSNE volunteer, or at any time thereafter, except as may be required to perform my duties hereunder or as required by applicable law, disclose, furnish or make accessible to others or use, whether directly or indirectly, any Confidential Information or Trade Secrets regarding the GSSNE. "Confidential Information or Trade Secrets" means: 1) all information which is designated by the GSSNE or on its behalf as being confidential or private; or 2) any and all information which is not generally known to the public i) that I learn or obtain during the course of my volunteering with the GSSNE about the GSSNE and its current and former troop members, leaders, and GSSNE employees, volunteers, advisors, consultants, officers, directors, and Board; or ii) which, under the circumstances of disclosure, and in the GSSNE's best interests, should be treated as confidential or private. I acknowledge that these obligations shall survive the termination or expiration of my volunteer position with the GSSNE and shall be fully enforceable thereafter.

I understand that any misuse or failure to appropriately deposit GSSNE funds may result in legal action taken against me by Girl Scouts of Southeastern New England. I further understand that if I am found misusing or failing to appropriately deposit GSSNE funds, I may be released from my position immediately.

Further, by signing below, I acknowledge and understand that this position with GSSNE is "at will," which means the relationship may be terminated by either party, with or without cause at any time.

Service Unit/Troop Number: \_\_\_\_\_

Printed Name of Fall Product Coordinator: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Printed Name of GSSNE Product Program Manager: Rebecca Reynolds

Signature: \_\_\_\_\_ Date: 08 / 20 / 2025