



2026 Service Unit Product Program Coordinator Position Description and Agreement

Please complete on or before August 30, 2026

Accountable to: Service Unit Manager (SUM) & Council Product Program Team

Time Commitment: August to December. Order/payment turn-in in October and product distribution in November are the most concentrated time commitments.

Function: To manage and coordinate the Fall Product Program within the service unit, including training, collection of orders and payments, product delivery, and distribution of rewards. Encourage participation of eligible troops while working with troop leaders, troop fall product program managers, parents/caregivers, and other service unit volunteers. Act as the key liaison between the council product program team and service unit volunteers and troops.

Duties & Responsibilities:

- Attend the 2026 Fall Product Program training provided by GSSNE. If unable to attend, attend a separate training with the product program team.
- Verify ALL volunteers are registered for the 2026-2027 membership year through Looker. YES, you have access! Got to girlscouts.looker.com. Use your email address on file with GSSNE and if you don't know your password, click forgot password.
- Provide Fall Product Program training for troop leaders and troop fall product managers in the service unit with the information in the PPC Distribute paper materials to troops.
- Verify all troops have at least 2 signed Troop Fall Product Program Manager Agreements prior to distributing the paperwork. We offer this in online form and paper. The online form can be emailed directly to you!
- Adhere to all GSSNE deadlines as outlined in the 2026 Service Unit Fall Product Program Guide.
- Maintain close contact with troops and offer support throughout the program; mentor new troops and volunteers as necessary.
- Review all troop orders for accuracy. Look for any odd large numbers that could be wrong.
- Collect fall product program money at the time of order turn in.
- Arrange product delivery with council staff and schedule troop pick-ups. Count, sign, and retain receipts for all transactions including delivery and pick-ups until the end of the membership year.
- Coordinate distribution of rewards to troops when they are received. Contact council if any are missing or damaged for replacement ASAP to make sure the product can be replaced.
- Have receipts signed for all product and financial transactions and maintain all financial records and receipts until September 30, 2027.

Service Unit Fall Product Program Coordinators must be currently registered adult members of GSUSA and have a current background check. They must have a strong attention to detail, be well organized and maintain accurate records for the Service Unit. Access to computer, internet, and email is required. The willingness to follow through, meet deadlines, and be accessible to troops, volunteers, and council is essential. The ability to work with diverse groups and a strong desire to motivate and support Girl Scouts, parents/caregivers, and troops participating in the Fall Product Program is important.

I understand that any misuse or failure to appropriately collect and deposit funds on my part may result in legal action taken against me by Girl Scouts of Southeastern New England.



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I accept the duties and responsibilities of the position of Service Unit Fall Product Program Coordinator as outlined above and agree to act as the Service Unit Product Program Coordinator for the 2026 Fall Product Program.

Signature _____ Date _____