

**VOLUNTEER POSITION DESCRIPTION
AREA FALL PRODUCT COORDINATOR**

SUMMARY:

The Area Fall Product Coordinator will effectively manage and promote the Fall Product Program in assigned area; will provide support and direction to Troop Fall Product Coordinator and act as a facilitator between Troop Fall Product Coordinator and the Product Program Manager(s).

TERM OF APPOINTMENT:

The Area Fall Product Coordinator is appointed from September - December.

ACCOUNTABILITY:

The Area Fall Product Coordinator is accountable to the Product Program Manager(s).

RESPONSIBILITIES:

- Complete Area Fall Product Coordinator training.
- Work with Membership Director to obtain a complete list of registered troops and notify troops of Fall Product Program training date, time and location.
- Ensure all troops receive materials, so all Girl Scouts have the opportunity and knowledge to partake in the Fall Product Program.
- Provide comprehensive training to Troop Fall Product Coordinator. Provide support and materials as needed to Troop Fall Product Coordinator before and during Fall Product Program.
- Make arrangements for location to which nut and candy products will be delivered and provide delivery address to Product Program Department.
- Coordinate delivery and distribution of nut and candy products and recognitions to troops.
- Remain informed about and comply with all current policies, procedures and guidelines of Girl Scouts-North Carolina Coastal Pines and GSUSA.

QUALIFICATIONS AND CORE COMPETENCIES:

Girl-led Focus: Empower, encourage, and guide Girl Scouts and volunteers to understand Girl Scouts’ girl-led, learn-by-doing and cooperative approach to developing leadership skills.

Personal Integrity: Serve as a role model for volunteers guided by the Girl Scout Mission, Promise and Law - modeling reliability, dependability, honesty, credibility, respect for others, respect for self, inclusivity, positivity and a spirit of collaboration.

Adaptability: Adjust, modify own behavior and remain flexible and tolerant in response to changing situations and environments.

Oral Communication: Practice positive communication skills and express ideas clearly and accurately.

Foster Diversity: Understand, respect and embrace individual differences.

Additional Requirements:

- Registered member of GSUSA and a valid background check.
- Completion of any required training assigned and provided by GS-NCCP and GSUSA.
- Email, internet, and texting capabilities for consistent and effective communication, document sharing and research.

I accept the volunteer position responsibilities and will adhere to the qualifications listed above for the term of appointment unless my volunteer service is terminated earlier by the Council in its sole discretion. I agree and understand that during my appointment as a volunteer of GS-NCCP that I am volunteering and I am not entitled to any payment or compensation for the services which I render to GS-NCCP or on GS-NCCP’s behalf and I further understand that by serving in this volunteer position I am not an employee or an independent contractor of GS-NCCP.

Area Fall Product Coordinator Name: _____

Area Fall Product Coordinator Signature: _____

Appointment Term: _____ to _____ Date: _____

Area of Service: _____