

Service Unit Coordinator Position Agreement

Appointed by: Service Unit Manager and/or Program Specialist

Reports to: Program Specialist/Director of Product Sales

Term of Service: One Year

Accountability: Conducts the Girl Scout Fall Product Program within the service unit

Qualifications:

- Must be a registered Girl Scout
- Ability to conduct training(s)
- Adequate time to fulfill responsibilities
- Ability to keep records, run required reports, schedule troop pick up times, and organize delivery sites
- Ability to manage orders & check for accuracy on M2 site

Responsibilities:

- Conduct training(s) (in-person/virtually), provide instruction, & distribute sales materials
- Provide ongoing assistance & information to troops
- Encourage troops to set troop selling goals
- Responsible for the review of orders (product & rewards) placed in the M2 system
- Schedule product & reward pick-up & distribution to troops
- Designate a delivery station & recruit volunteers for delivery day assistance
- Work with GSCI to conduct a smooth & successful Fall Product program
- Collect & submit signed Troop Coordinator Agreements to regional Program Specialist

Please sign & return this agreement to Emma Miller or your local Program Specialist.

2024 Girl Scout Fall Product Program

Responsibility Agreement

I agree to all that is stated above and that all products & monies received by me during the 2024 Girl Scout Fall Product Program will be completed on schedule & submitted on time.

Name _____ **Phone** _____

Address _____

Email _____

City _____ **Zip** _____

Service Unit _____ **County** _____

Signature _____ **Date** _____

Date of birth (DOB) _____