

Service Unit Fall Product Coordinator Appointment Letter

Position Title: Service Unit Fall Product Coordinator
Term: One Year (renewable)
Recruited by: Service Unit leadership team
Appointed by: Regional Executive
Accountable to: Product Programs Department & Membership Staff
Purpose: Organize and facilitate the Fall Product Program for the service unit. Serves as a primary administrator for the Troop Fall Product Coordinators in the service unit.

Qualifications:

- Ability to dedicate time needed to conduct service unit activities of the Fall Product Program from August-November.
- Ability to interpret, support and train others in the objectives of the program.
- **Strong computer skills and ability to direct others.**
- Ability to work with numbers and keep detailed records.
- Ability to communicate and cooperate with adults from diverse backgrounds.
- Ability to motivate Troop Fall Product Coordinators and problem solve in a positive manner.
- Have no outstanding debt with Girl Scouts of Middle Tennessee.
- Must be at least 18 years old, a registered Girl Scout Adult and have a current criminal background check on file.

Following are the principal duties and responsibilities of the position.

Fulfill administrative duties throughout the program:

1. Attend **REQUIRED** Council training to become familiar with procedures and objectives of the sale.
2. Become familiar with the members of the service unit and the Troop Fall Product Coordinators.
3. Attend monthly service unit meetings during the Fall Product Program.
4. **Meet all deadlines** as required for the Council Fall Product Program.
5. Secure a delivery point for the service unit order delivery.
6. Train ALL Troop Fall Product Coordinators in the procedures and their specific responsibilities of the Fall Product Program. Distribute troop materials to trained Troop Fall Product Coordinators.
7. Verify troop entry of fall product order and all reward orders in the M2 System by deadlines. Complete service unit documentation for submission to the Product Programs Department by the deadline.
8. Collect order documentation. Verify SUFPC posted information in M2 system for accuracy.
9. Distribute fall product orders to troops. Each troop should sign a Delivery Ticket receipt.
10. Maintain regular contact with the Troop Fall Product Coordinators throughout the program. Monitor for problems and successes.
11. Assist the Product Programs Department as needed.
12. Promptly issue rewards to Troop Fall Product Coordinators for distribution to troops and girls.

The Council Agrees To: Provide training, all materials and ongoing support through trained volunteer leadership.

Service Unit Fall Product Coordinator: _____ SU #: _____

Address: _____

City/Zip: _____ Email: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

I have read and reviewed the responsibilities for the Service Unit Fall Product Coordinator and agree to fulfill these duties to the best of my abilities. This appointment is valid when signed by both the Service Unit Fall Product Coordinator and the Product Programs department.

Signature of Service Unit Fall Product Coordinator Date

Signature of Product Programs Department Date