



# 2016 Service Unit Fall Coordinator

## Volunteer Position Description and Agreement

**Appointed by:** Service Unit Manager and/or Product Sales

**Reports to:** Volunteer Regional Manager (RM) and/or Product Sales

**Length of commitment:** September - December

**Term renewable annually by:** RM and/or Product Sales

### Competencies

- Effective communication, presentation, and computer skills.
- Detail oriented, organized and able to maintain accurate records.
- Ability to work alongside others from diverse cultures and backgrounds.

### Expectations

- Honor and live by the Girl Scout Law.
- Promote the Fall Sale in a positive light and relay information that is consistent with the Girl Scout mission.
- Attend Service Unit Fall Coordinator (SUFC) training hosted by the RM and/or Product Sales team.
- Train Troop Fall Managers (TFMs); collect signed agreements before distributing sales materials.
- Respond to phone calls/emails frequently, provide support and relay all updates/reminders to TFMs.
- Attend service unit meetings to keep volunteers informed and up to date on sale schedule.
- Review troop orders in online sales portal.
- Monitor troop entry of banking information; follow up as needed.
- Organize service unit product delivery and distribution.
- As needed, assist troops with accurate distribution, receipting and reporting.
- Collect and review troop final reports, if applicable.
- Report any troop collection problems to the RM and Product Sales team.
- Submit service unit paperwork to RM by **Sunday, Dec. 4**.
- Complete the Fall Sale evaluation.
- Distribute Fall Sale patches to troops in a timely manner.

### Requirements

- Registered member for the 2016-2017 membership year, with volunteer role selected in the Opportunity Catalog, and a completed background check on file.
- Have at least two years' experience as a Troop Fall Manager.
- Follow and meet all deadlines.
- Comply with Girl Scouts of the USA and Girl Scouts San Diego standards, procedures and guidelines.