



# 2019 Service Unit Fall Coordinator

## Volunteer Position Description and Agreement

**Appointed by:** Service unit manager and/or product program team

**Reports to:** Volunteer regional manager (RM) and/or product program team

**Length of commitment:** August-January

**Term renewable annually\* by:** Service unit manager and/or product program and service unit support team.

\*Max of three consecutive years.

### 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
- Ability to follow and meet all deadlines
- Honor and live by the Girl Scout Law
- Promote the fall product program in a positive light, encouraging girl and troop participation at all levels
- Be a Girl Scout advocate, ensuring all messages are in alignment with Girl Scouts San Diego guidelines and the Girl Scout mission and brand.

### Requirements

- Registered member for the 2019-2020 membership year and a completed background check on file
- Have at least two years' experience as a troop fall manager (TFM) or equivalent knowledge
- Comply with Girl Scouts of the USA and Girl Scouts San Diego standards, procedures, and guidelines
- Attend service unit fall coordinator (SUFC) training in August, hosted by the product program team
- Respond to TFM phone calls/emails/text or other form of communication:
  - Provide prompt responses
  - Relay information that is consistent with the Girl Scout Mission
  - Relay applicable updates and reminders to TFMs
- Maintain frequent communication with RM and the product program team regarding concerns, challenges, and successes
- Attend service unit meetings to keep volunteers informed and up to date on the fall schedule and deadlines.
- Thoroughly train TFMs; encourage online agreement submission before distributing materials
- Manage service unit fall inventory:
  - Review and submit troop orders through UNIFY by **Wednesday, Oct. 30**
  - Organize service unit product delivery and distribution
- Verify entry of troop ACH bank information in UNIFY; follow up as needed
- Assist troops with accurate distribution, receipting, and reporting as needed
- Collect and review troop final reports, if applicable
- Submit service unit paperwork to regional manager by **Sunday, Dec. 8**
- Complete the fall product program evaluation
- Distribute patches and rewards to troops in a timely manner

**I have read and fully understand the responsibilities of this position.** By submitting this form online, I verify that I am a registered Girl Scout in good standing and agree to uphold my responsibilities as a SUFC. I recognize this is a volunteer position and do not expect any monetary compensation. I have received the 2019 SUFC Handbook and agree to follow all guidelines and procedures described within. If for any reason I cannot fulfill my role as SUFC, I will inform my regional manager and the product program team immediately.