



Girl Scouts of Citrus Council

Girl Scout Adult Volunteer Position

Volunteer—*Direct Service to Girls and Adults -Troop Fall Product Chair*

Reviewed on a yearly basis

Summary:

The Volunteer works directly with girls and adults in troops to train, order and distribute, fall product program materials and products. The Volunteer will have the organizational skills and ability to keep accurate records of transactions of all troop money, coordinate booth sales, and meet all fall product program deadlines.

Reports to:

Service Unit Fall Product Chair

Supported by:

Service Unit Manager

Responsibilities:

- Train troop girls and adults in all aspects of the fall product program.
- Distribute fall product program materials for all members of troop.
- Order and distribute nuts/chocolate to all troop members based on requests.
- Keep accurate records of transactions with troop and monies deposited by troop.
- Submit original orders and reports on time to fall product chair by due date; follow-up with troop members that are delinquent with reports and/or money.
- Provide information to assist the service unit and Citrus Council in collecting delinquent accounts.
- Facilitate exchanges of nuts/chocolates between troop and service units.
- Coordinate nut/chocolate booths for troop.
- Meet all fall product deadlines.
- Accept and adhere to Girl Scouts of Citrus Council policies, standards, procedures and programs and follows the "Adult Role Model in Girl Scouting".
- Believe and support the Girl Scout Philosophy and Program.
- Promote an atmosphere of acceptance and inclusiveness.
- Project a positive image and enthusiasm while representing GSCC.

Core Competencies:

- 1. **Girl Focus:** Help girls set realistic, clearly defined goals/objectives to experience the New Girl Scout Leadership experience and achieve outcomes via Discover, Connect, and Take Action
- 2. **Adaptability:** Adjusts and modifies own behavior, and remains flexible and tolerant in response to changing situations and environments
- 3. **Fostering Diversity:** Understands differences and embraces differences
- 4. **Oral Communication:** Expresses ideas clearly and concisely
- 5. **Personal Integrity:** Demonstrates honesty, credibility, and dependability

Adult Learning:

- Volunteer Orientation (online)
- Service Unit Fall Product Program Training

Meetings and Reports:

- Current volunteer application/background check consent form on file
- Service unit meetings before and during fall product program
- Membership registration
- Troop original nut/chocolate orders
- Complete troop reports

Volunteer Signature

Service Unit Fall Product Chair Signature

Print Name

Service Unit Manager Signature

Service Unit Troop

Date

By signing the above agreement, you are adhering to the Girl Scouts of Citrus Council Volunteer Policies which can be found at www.citrus-gs.org.