

# Fall Product Program Advisor



## Primary Responsibilities

Provide training, support, and guidance to troop volunteers on all aspects of the Fall Product Program.

Coordinate order distribution.

Sort and distribute rewards.

## Qualifications

Registered and background screened.

Strong organizational and communication skills.

Understanding of the benefits of the Fall Program for Girl Scouts, troops, and the community.

Familiarity with or ability to learn how to use tools, platforms, and resources provided.

**Willing to abide by the GSNorCal Culture Code and commit to the practices of anti-racism, anti-oppression and gender-expansive inclusivity.**

## Your Commitment

- Complete position-specific training as required.
- Attend and contribute to annual Plan for Success meeting.
- Attend annual Fall Kickoff Summit.
- Be available throughout the program, with reliable access to computer and internet.
- Problem solve with patience and sensitivity.

## Ongoing Tasks

- Receive and distribute program materials.
- Support and promote training of troop volunteers and communicate program updates.
- Read council updates.
- Respond to volunteer questions throughout the program in a timely manner.
- Review troop orders for completion.
- Coordinate order pickup with troop volunteers and Juliette caregivers.
- Ensure accuracy and attention to detail when working with data entry.
- Provide inventory management support if needed.
- Review final product allocations and reward selections and resolve issues.
- Sort and distribute rewards in a timely manner.

## Your Impact

**You will be integral to providing volunteers with education which will enable them to empower their Girl Scouts to learn and grow in the five key entrepreneurial skills.**

**Ensuring consistent support and communication helps to build a community of effective and connected Girl Scout volunteers.**

## Encouraging Community Engagement

- Lead by example! Partner with troops and service units in your area to ensure that everyone is working together towards a unified goal, and supporting the success of all Girl Scouts.
- Ensure Juliettes are included and supported.
- Ensure that volunteers and community partners are recognized and appreciated.