

Service Unit Leader Mentor

Annual Position Agreement

Position Summary: To train, connect with, mentor, and partner with troop leaders in the service unit, in particular, new leaders.

Term of Appointment: The Leader Mentor is appointed annually by the Service Unit Manager (SUM), and approved by the Volunteer Services Team. This term begins on October 1 and ends on September 30.

Support: The Leader Mentor is supported by the Service Unit Manager and Volunteer Services.

Qualifications and Core Competencies:

- Be a currently registered member of Girl Scouts, with a current background check on file.
- Be guided in all actions by the Girl Scout Promise and Law.
- Owe no outstanding debts to GSNENY
- Attend preliminary training to learn the role, and able to participate in on-going learning opportunities for position growth
- Provide excellent customer service in fulfilling orders and responsibilities promptly and courteously
- Have access and familiarity with the communication forms most used by the Service Unit
- Willing to maintain a cooperative working relationship with paid staff, Service Team Members, and Troop Leaders
- **Be guided in all actions by the Girl Scout Promise and Law**

Responsibilities:

- Prepare and distribute Fall Product Sales materials
- Plan and conduct a training with all Troop Fall Product Sales Managers annually
- Obtain Troop Product Sales Manager Agreements from troops participating in the sale. **NOTE:** A signed manager agreement must be obtained before any product sales materials are released to the troop.
- Collect all troop information within the Service Unit and accurately compile a comprehensive Service Unit order
- Ensure all troop orders have correct information
- Submit all information required to council offices or the online system on or before scheduled deadlines.
- Secure a proper delivery site for the Service Unit nut and candy delivery

- Coordinate Service Unit nut and candy delivery and contact all troops with pick up information
- Divide and distribute rewards to troops within a reasonable amount of time
- Respect all council dealines and policies
- Have an understanding of the Girl Scout Fall Product Sales goals, procedural expectations of the sale, and safety guidelines.
- Able to use the online system throughout the duration of the sale.

Statement of Term

The responsibilities of the Leader Mentor position have been discussed with me, and I agree to fulfill them to the best of my ability from October 1 to September 30.

Signature

Date

Printed Name

SUM Signature

SU Name/Number