

Service Unit Helper

Annual Position Agreement

Position Summary: This role can include any of the following: Run a meeting, run a badge, bring snacks, take notes, chaperone a field trip, be a driver and more!

Term of Appointment: The Service Unit Helper is appointed annually by the Service Unit Manager.

Support: The Service Unit Helper is supported by the Service Unit Manager .

Qualifications and Core Competencies:

- Be a currently registered member of Girl Scouts, with a current background check on file. If working with Girls or Money, the background check is a must. .
- 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:

- Help with the troop as required or as previously agreed.
- Responsibilities may vary according to the rule taken.

- 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 Service Unit Helper 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