 GoNuts SU Director

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| **Purpose** | **Accountable To** | **Term** |
| To be the trainer, the resource, the helper, and the cheerleader for Troops during the GoNuts Product Season | Service Unit Volunteers and Troop Support and Recruitment Department | Each Product Season Appointed by Service Unit Volunteers May be reappointed based on performance |
| **Responsibilities** | * Adhere to important due dates and deadlines
* Verify Troop orders are entered/updated in online platform
* Receive product and verify counts before distributing to Troops
* Distribute product to Troop Coordinators and have them verify count before signing receipt
* Receive recognitions and verify counts before distributing to Troops
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| **Other Responsibilities** | * Inform Council of SU position
* Complete Service Unit Director GoNuts Fall Product Program training provided by Council
* Complete online platform as SU Director
* Verify SU banking information in online platform
* Provide SU address for delivery of materials, products and rewards
* Receive and distribute program materials to Troop Coordinators
* Instruct Troop Coordinators to complete all necessary product program training
* Verify all participating Troops have Troop Coordinators and are in online platform
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| **Required Qualifications** | * Registered & screened Girl Scout volunteer, at least 18 years of age, who lives the values of the Girl Scout philosophy
* Ability and desire to work with and serve people from diverse backgrounds
* Adheres to Council policies
* Able to maintain confidentiality when sensitive issues arise
* Knowledgeable and versed on Council financial policies as stated in *Volunteer Essentials* and *Safety Activity Checkpoints*
* Good oral, verbal and written communication - express ideas and facts clearly and accurately
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| Your appointment to the above position begins on and will continue to September 30, 20  |
| Service Unit | Printed Name | Signature | Date |
| Appointed by | Printed Name | Signature | Date |

*\*This position can be shared*