

GSGATL Volunteer Position Description: Service Unit Treats & Keeps Chair

I can't
wait to



Be a Service Unit Treats & Keeps Chair

to help troops discover confident in trying something different or setting new goals, **connect** with adult volunteers to help them lead and support girls and parents, and **take action** to give every troop the opportunity to have FUN in allowing girls to find their own inner-entrepreneur.

Service to Girls: Indirect



Picture it: The Service Unit Treats & Keeps Chair has the passion and promise to get adults engaged in a program that shows girls how to be their own boss and reach for the stars. They learn the needs of their volunteers to provide support that meets them where they are and encourages them to support one another to strengthen the success of all girls.

They nourish curiosity with a caring and respectful heart, providing advice and guidance to a volunteer that creates opportunities for great ideas to blossom. Because they make each volunteer feel encouraged and supported, every girl seeks to dream a little bigger and strive a little harder – growing into a woman that is more courageous, confident and ready to change the world.

Investment of Time: One year; renewable upon Service Unit review.

XXX= High activity XX= Medium activity X= Low activity

Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
xxx	xx	x							x	xx	xxx

Volunteer Support Team:
Service Unit Director;
Service Unit Team

GSGATL Support Team:
Product Programs

Girl Scout Support Tools/Materials:
Service Unit T&K Guide
Troop T&K Guide
GirlScoutsATL.org
Ashdonfarmsnute.com
Girlscouts.qspgao.com/gsgatl

Kick-starting your own Adventure: Training

² Essential Learning Courses	Complete
GSGATL Service Unit Treats & Keeps Training	After accepting position – by invitation
Recommended courses that raise your impact: Money Management	

Your Commitment to Girls & Your Service Unit:

- **Connecting** with new friends (and some old friends too) helps you to stay “in the know” when you attend Service Unit Treats & Keeps Training.
- **Making** sure volunteers (Leaders/Troop Chairs) [registration](#) and [paperwork](#) are up to date and accurate, according to Girl Scouts of the USA (GSUSA) and Girl Scouts of Greater Atlanta (GSGATL) policies and procedures helps to ensure the safety of our girls.

¹ All volunteer appointments begin October 1 of each calendar year and end September 30. Appointments mid-year constitute year 1 completion on September 30. These are estimates of time only.

² Essential courses are required to be completed within suggested timeframe.

- **Hosting** a troop level training on your own prepares Leaders/Troop Chairs for the fun and excitement of helping their girls become entrepreneurs while earning early start-up money for their troop.
- **Distributing** materials to troops ensures that every girl who wants to start her own business (with Treats& Keeps) can do so and reach her goals.
- **Having** access to technology (the internet, email, MS Word and MS Excel) allows you to deliver fantastic support to your troops and girls so that they are successful AND it makes way for the Products Program team to better support you!
- **Supporting** troops throughout the program season (helping them get started, answering questions, providing them with more materials, etc.) is what you're built for. Remember to be encouraging, flexible, and respectful- you are all doing this to help each and every girl shine a little brighter.
- **Managing** the successful distribution of your service unit chocolate/nut delivery is key. Every troop should receive exactly what they ordered so that every girl can deliver to her customers without delay. After all, the key to a successful business is great customer service.
- **Distributing** girl rewards to troops in a timely fashion ensures that they quickly make it to the hands of girls who have worked really hard to meet and exceed their goals- it's the satisfaction of a job well done.
- **Celebrate!** Years of research show that girls grow exponentially and take what they learn into adulthood – their participation in the Treats & Keeps Program is one of many moments that helps them grow closer to being the courageous, confident women that will change the world. You deserve a pat on the back for making this moment possible.

Your Commitment to you (and us):

- **Being guided in all actions by the Girl Scout Mission, Promise, and Law** when representing the movement.
- **Keeping Girls at the Center** of all decisions. That's why you're here.
- **Prioritizing** what will empower girls to lead on a local and national level. Girl Scouts is doing so much as a [movement](#) for each girl, stay informed and connected.
- **Adjusting** to the ever-changing needs of girls and adults. Remaining flexible and tolerant in response to changing situations and environments helps everyone grow.
- **Communicating:** You probably won't run into too many people who read minds. Express needs, ideas and facts with others appropriately, through multiple communication channels, as often and as clearly as you can.
- **Staying Green:** Having access to the internet, email, and some knowledge of social media is a necessity for staying current in the 21st century and keeping [Forever Green](#)– we've been around 100 years, let's make sure together we go another 100, by saving trees and time for everyone.
- **Confidentiality:** It's sometimes even hard for adults to master this one, be a great example to girls and always maintain confidentiality within GSGATL standards of conduct.
- **Engagement:** Must be an active registered member of GSUSA through annual or lifetime membership.
- **Staying safe:**
 - Authorizes GSGATL to do background checks in accordance with current policies and procedures.
 - ³Remain informed about and comply with the most [current policies, procedures](#), and guidelines of Girl Scouts of Greater Atlanta (GSGATL) and Girl Scouts of the USA (GSUSA).

Printed Name: _____

Date: _____

⁴Signature: _____

³ It is the responsibility of the volunteer to keep apprised of current training, policy, and procedure requirements needed to fulfill the responsibilities of the position; current information can be found on www.gsgatl.org

⁴ The federal Electronic Signatures in Global and National Commerce Act (E-SIGN Act) accords electronic records and electronic signatures the same legal status as written records and handwritten signatures.