

Girl Scouts Heart of Central California
Volunteer Position Description

POSITION: **SERVICE UNIT FALL PRODUCT MANAGER**

OBJECTIVE: Manage the magazine and nuts & candy product programs in the service unit.

ACCOUNTABILITY: Appointed by and accountable to the Service Unit Manager.

WORKS WITH: Girl Scouts Heart of Central California Product Program Department

RESPONSIBILITIES:

1. Attend council service unit Fall Product managers' training.
 - Complete Product Program Position Application/Agreement form and submit to Product Program Dept.
2. Training of Troop Fall Product Managers:
 - Work with Service Unit Registrar to ensure that all troops and girls participating in the sale are currently registered. Obtain completed Product Program Position Application/Agreement forms from each Troop Fall Product Manager.
 - Instruct Troop Fall Product Managers in the service unit on the goals of the program, use of money earned, correct completion of forms, timelines and guidelines and money collection/banking procedures.
 - Distribute all program and sales materials.
3. Paperwork and merchandise flow: Review and/or key troop orders, transfers, distribution of Fall Product among troops, money collected from troops and bank deposits into provided computer program.
 - Process troop original orders and follow procedures as directed by council Product Program Dept.
 - Attain delivery sites for original troop orders and coordinate the distribution of products.
 - Complete service unit reports and forward all documents as directed.
 - Distribute incentives to troops in a timely manner.
4. Responsible for all monies and products handled.
5. If troop does not pay in full, a collection report and all supporting documents must be submitted with service unit Fall Product reports.
6. Contribute to the development of a diverse and pluralistic Girl Scout membership.

QUALIFICATIONS:

- Is at least 18 years of age and is (or is willing to become) a currently registered member of Girl Scouts of the USA.
- Is able to work with people from a variety of backgrounds.
- Is able to do simple math (add, subtract, multiply, and divide).
- Is able to maintain accurate records and meet deadlines.
- Has good communication skills.
- Must have a working telephone, calculator, adding machine.
- It is helpful to have access to Excel (97 or higher) and email capabilities.
- Has access to reliable transportation.
- Is willing to participate in a yearly performance review.