

## **Service Unit Fall Product Manager**

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- General Description:** To oversee and implement the timelines and mechanics of GSSC-MM Fall Product Sale Program. Support troop product sale managers throughout the duration of the sale.
- Term of Appointment:** One year: may be reappointed based on performance. Appointed by Service Unit Manager and Volunteer Development Staff
- Accountable to:** Service Unit Volunteers and Volunteer Development Staff

### **Responsibilities:**

- Sign and submit your volunteer position agreement.
- Complete Service Unit Fall Product Manager training
- Attend training on brand to become a G.I.R.L. Champion within 90 days of appointment.
- Attend Service Unit Kickoff Meeting in August
- Attend Service Unit meetings to promote Fall Product Program
- Ensure all troop fall product managers are registered for Fall Program Training
- Make sure all service unit paperwork is correct and on time.
- Ensure all orders have been inputted into online ordering system correctly.
- Distribute product/recognitions to troops.
- Give reports as needed.

### **Qualifications:**

- Must be a current registered adult member of Girl Scout of the USA, which signifies acceptance of the principles and beliefs of Girl Scouting and support of national and local Girl Scout policies.
- Background check results must meet council standards.
- No outstanding Council debts or related policy issue.
- Good organization and computer skills
- Must have access to a computer
- Practice welcoming and inclusive behavior toward people of all ages, races, religions, cultures, abilities, sex, creed, national origin, or socioeconomic status.
- Committed to speak and act in a manner consistent with the Girl Scout Mission, Promise, and Law.
- Demonstrate excellent group and interpersonal communication skills.

*I have read and understand the responsibilities and requirements of this position and agree to perform the essential functions of the volunteer role satisfactorily.*

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Service Unit Fall Product Manager Signature

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Date