

SERVICE UNIT FALL PRODUCT MANAGER

PURPOSE	APPOINTED BY AND ACCOUNTABLE TO	TERM
Ensure coordination of all aspects of the sale for your Service Unit troops	Council Product Program Department and LSM/Service Unit Team	August 1, 20____ - January 31, 20____

RESPONSIBILITIES	<ul style="list-style-type: none"> Promote the girl program aspects and sale activity to the troops. Complete online New/Experienced Fall Volunteer Training, SU Fall Product Manager, and pertinent Learn More modules. Attend/participate in the SU Fall Product Program Kickoff provided by the Product Program Department. Comply with instructions in SU FPP Guide, online trainings, and weekly emails. Ensure coordination of all aspects of the sale for your Service Unit; supervise your SU FPP members. With your SU FPP Team prior to the start of program, conduct a SU Fall Product Program Kick Off, recommending troop fall volunteers come prepared by taking the online New/Experienced Fall Volunteer Training. Encourage troop volunteers to distribute materials to all Girl Scouts in their troop. Distribute sale materials (only to volunteers who have completed Fall online training) and girl recognitions in a timely manner. Work with the troop leaders to ensure all girls are currently registered Girl Scouts. Collect the signed Troop Fall Manager job description cut off, while the troop volunteers keep the top portion. Manage the online inventory system and assist troops with their data entry if needed. Review Product Program Department’s weekly updates and relay pertinent details to your SU FPP Team and troop Fall Program volunteers by Friday evening each week. Responsible for proper handling of product on the behalf of GSNorCal. Provide supplementary assistance to new troops and troops with surplus inventory and communicate these needs with your SU; facilitate troop to troop transfers. Problem-solve with Troop Managers using patience and sensitivity with volunteers and parents. Maintain accurate records and appropriate money handling procedures, receipting all transactions. Maintain timely communication with Product Program staff, especially regarding issues that arise.
QUALIFICATIONS, CORE COMPETENCIES	<ul style="list-style-type: none"> Commitment to the Girl Scout Promise, Law, and philosophy. Be a registered Girl Scout volunteer with GSNorCal volunteer screening clearance. Available on key program dates and have reliable access to a computer and internet. Strong planning and organizational skills, with time and willingness to carry out responsibilities. Accuracy and attention to detail in working with numbers, receipting, and record keeping. Be financially responsible and comfortable working with large amounts of money. Flexible and diplomatic, with good communication skills and available by phone and/or email. Adaptability – Adjust, modify own behavior and remain flexible and tolerant in response to changing situations and environments.

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 Service Unit #/Name _____
 Term: September 1, 20__ - January 31, 20__
 SU Volunteer Email _____ Cell Phone _____
 SU Volunteer (printed) _____ Appointed by (printed) _____
 Signature _____ Date _____ Signature _____ Date _____
 Position Description _____ Service Unit Fall Program Manager _____ July 11, 2018