



# FALL PRODUCT PROGRAM MANAGER

## Service Team Position Description

**SUMMARY** Collaborate with Member Support Executive to build a functioning and diverse Fall Product Program Team. Manage logistics and mentor the Fall Product Program Team to create a positive experience for girls and volunteers who participate.

**SUPPORTED BY** [Product Program Team](#) and Member Support Executive

**APPOINTED BY** The Member Support Executive in partnership with the Product Program Team for one year; reappointment based on annual evaluation.

### RESPONSIBILITIES/DUTIES

- » Inspire and encourage girl and troop participation in the Fall Product Program.
- » Ensure that all troops participating in the Fall Product Program have signed the Troop Product Manager Agreement, Fall Product Program Form, Financial Contract and Program Commitment Requirements.
- » Coordinate with the Service Team Fall Product Program Training Specialist to ensure all troops participating in the Fall Product Program receive Fall Product Program Training and Fall Product Program supplies.
- » Verify accurate troop product entries in M2.
- » Coordinate with the Service Team Fall Product Program M2 Specialist to verify troop reward submission and entries.
- » Coordinate with the Fall Product Rewards Specialist to distribute Girl Rewards.
- » Coordinate with the Fall Product Program Delivery Specialist to ensure accurate distribution of product.
- » Assists council’s Product Program Team with outstanding troop account balances.
- » Ensure council communication is shared throughout the Service Unit.

### REQUIREMENTS AND QUALIFICATIONS

- » Present a positive image of Girl Scouting to girls, volunteers, and community members.
- » Comply with all GSUSA and Council policies and procedures, including [Volunteer Essentials](#), [Safety Activity Checkpoints](#), and the [Volunteer Terms and Conditions](#); recognize, understand, accept, and support all Council goals and objectives, including the [Diversity, Equity, Inclusion, and Racial Justice Policy](#).
- » Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- » Be a registered member of GSACPC with a current background check.
- » Complete Fall Product Program council training.
- » Complete the annual [Volunteer Agreement](#).
- » Complete Looker Access Agreement to access GSUSA data system.
- » Must be well trained and comfortable using M2; supplemental M2 training available through gsLearn.
- » Must be detail oriented, a people person and able to foster teamwork. Candidate must have advanced customer service, computer, verbal and written communication skills and check emails daily.
- » Participation in Authentic Leadership Community workshops recommended.

By signing this agreement, I acknowledge that I have read, understand and agree to all responsibilities and requirements listed in the Fall Product Program Manager Service Team Position Description. In addition, as a volunteer serving in a Service Team position, I understand that some of my work will involve access to information/records that are considered confidential. I acknowledge my responsibility to respect the confidentiality of all volunteer and troop records, to follow council procedures in order to protect privacy and to act in a professional manner. I further understand that if I am found misusing confidential material or not protecting the privacy of others through my actions, I may be released from my position immediately.

SIGNATURE OF VOLUNTEER \_\_\_\_\_ DATE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_ SERVICE UNIT \_\_\_\_\_

**Thank you for your time and commitment!**