



FALL PRODUCT PROGRAM IGM SPECIALIST Service Team Position Description

SUMMARY Manage the IGM Fall Product Program within the Service Unit. Responsible for handling the logistics of the Fall Product Program and for creating a positive experience for the girls selling Fall Product independent from a troop.

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

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

RESPONSIBILITIES/DUTIES

- » Inspire and encourage IGMs to participate in the Fall Product Program and provide information on the Fall Product Program.
- » Ensure all participating girls sign a Parent Permission Form, Financial Agreement and Program Requirements.
- » Ensure all girls participating in the Fall Product Program receive Fall Product Program welcome email and appropriate documents.
- » Collect verification of [IGM Deposit Form](#) and send them to the Product Program Team within three days.
- » Alert the Product Program Team if parent/guardian does not complete deposit slips in a timely manner.
- » Record girl sales and Girl Rewards in M2.
- » Coordinate with the Service Unit Rewards Specialist to distribute Girl Rewards.

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 Service Unit Fall Product Program Training.
- » Complete Looker Access Agreement to access GSUSA data system.
- » Must be well trained and comfortable using M2; supplemental M2 training available through gsLearn.
- » Experience as a Troop Fall Product Manager preferred.
- » Complete the annual [Volunteer Agreement](#).
- » 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 IGM Specialist 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!