



# FALL PRODUCT PROGRAM

## IGM FALL PRODUCT PROGRAM COORDINATOR

### Service Unit Position Description

**SUMMARY:** The Fall Product Program IGM Fall Product Program Coordinator manages the IGM Fall Product Program in the Service Unit. This individual is 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 Membership Support Executive

**APPOINTMENT:** Appointed by the Membership Service Executive and Service Unit Fall Product Program Manager in partnership with the Innovation Manager, IGMs, Product Program Team and for one year; reappointment based on annual evaluation.

---

#### RESPONSIBILITIES/TASKS:

- » Inspire and encourage IGMs to participate in the Fall Product Program.
- » Contact IGMs and parents to give them information on the Fall Product Program.
- » Ensure that all girls participating have a signed Parent Permission Form: Financial Agreement and Program Requirements.
- » Ensure all girls participating in the Fall Product Program receive Fall Product Program supplies.
- » Collect verified deposit slips from parent/guardian and send them to the Product Program Team within three days.
- » Alert the Product Program Team if parent/guardian does not turn in verified deposit slips in a timely manner.
- » Record girl sales and Girl Rewards in NutE.
- » Coordinate with the Service Unit Rewards Specialist to distribute Girl Rewards.

#### RECRUITMENT AND STEPS TO BECOME SERVICE UNIT FALL PRODUCT PROGRAM MANAGER:

- » Complete Service Unit Fall Product Program Training.
- » Must be well trained and comfortable using NutE.
- » Experience as a Troop Fall Product Program Manager preferred.
- » Leadership from the Inside Out online resource recommended.

THANK YOU FOR YOUR TIME AND COMMITMENT.