



FALL PRODUCT PROGRAM PROGRAM MANAGER

Service Unit Position Description

SUMMARY: Collaborate with the Membership Support Executive to build a functioning, diverse and dynamite Service Fall Product Program Team. The Service Unit Fall Product Program Manager manages the logistics of the Fall Product Program and mentors the Service Unit Fall Product Program Team to create a positive experience for girls and volunteers who participate in the Fall Product Program.

SUPPORTED BY: Product Program Team and Membership Support Executive

APPOINTMENT: Appointed by the Membership Service Executive in partnership with the Product Program Team for one year; reappointment based on annual evaluation.

RESPONSIBILITIES/TASKS:

- » Build a functioning, diverse and dynamic Service Unit Fall Product Program Team.
- » Inspire and encourage girl and troop participation in the Fall Product Program.
- » Create a positive atmosphere for girls by hosting a Fall Product Program Rally.
- » 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.
- » Communicate critical logistics information about the Fall Product Program with the Troop Fall Product Program Teams.
- » Coordinate with the Service Unit Fall Product Program Training Specialist to ensure all troops participating in the Fall Product Program received Fall Product Program Training and Fall Product Program supplies.
- » Coordinate with the Service Unit Fall Product Program NutE Facilitator to verify accurate troop NutE reward submission and entries.
- » 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; supplemental NutE training available through webinars.
- » Working with a Service Unit Fall Product Program Manager mentor is recommended. This could be the previous Service Unit Fall Product Program Manager or a Service Unit Fall Product Program Manager from another neighborhood.
- » Leadership from the Inside Out online resource recommended.

THANK YOU FOR YOUR TIME AND COMMITMENT.