



FALL PRODUCT PROGRAM IGM SPECIALIST Service Team Position Description

SUMMARY Manages 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

APPOINTMENT 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.
- » 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 Unify.
- » Coordinate with the Service Unit Rewards Specialist to distribute Girl Rewards.

REQUIREMENTS AND QUALIFICATIONS TO BECOME A FALL PRODUCT PROGRAM IGM SPECIALIST

- » 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, recognize, understand, accept, and support all Council goals and objectives, including the Diversity Equity and Inclusion Statement.
- » 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 Unify; supplemental Unify training available through tutorials.
- » Experience as a Troop Fall Product Manager preferred.
- » Leadership from the Inside Out online resource recommended.
- » Must be detail oriented and a people person who can work with many different personalities. Candidate must have advanced customer service, computer, verbal and written communication skills and check emails daily.

By signing this agreement, I acknowledge that I have read, understand and agree to all responsibilities and requirements listed above. 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!