



## FALL PRODUCT PROGRAM

# MANAGER

## Service Team Position Description

### SUMMARY

Collaborate with the Member Support Executive to build a functioning and diverse Fall Product Program Team. Manages the logistics of the Fall Product Program and mentors the 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 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 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.
- » Communicate critical logistics information about the Fall Product Program with the Troop Fall Product Program Teams.
- » Coordinate with the Service Team 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.
- » Manage Fall Product Troop Training by coordinating with Fall Product Training Specialist and Unify Specialist on all current trainings, tutorials, and supplements.
- » Coordinate with the Service Team Fall Product Program Unify Specialist to verify accurate troop Unify 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.
- » Communication liaison between the Council Product Program Team and the Service Team.
- » Assists Council Product Program Team with outstanding troop accounts.

## REQUIREMENTS AND QUALIFICATIONS TO BECOME A FALL PRODUCT PROGRAM MANAGER

- » 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 Fall Product Program training.
- » Leadership from the Inside Out online resource recommended.
- » Complete Looker Access Agreement to access GSUSA data system.
- » Must be well trained and comfortable using Unify; supplemental Unify training available through tutorials.
- » 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. Managerial experience preferred.

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!**