

# Girl Scouts of North-Central Alabama

## Service Unit Fall Product Manager

### Position Description



**Appointed by:** Community Development Manager and Product Sales Manager

**Responsible to:** Product Sales Manager

**Length of Commitment:** One year

**Purpose:** Responsible for successful promotion and implementation of the annual Council-sponsored Fall Product Program Sale within the Service Unit.

#### Major Responsibilities:

- Attend Council training for Service Unit Fall Product Managers.
- Promote the program and the products offered to all eligible troops.
- Inform and train Troop Fall Product Managers in all aspects of the sale and their responsibilities.
- Distribute program materials to troops.
- Maintain regular communication with troops and Council Product Sales Manager during the sale.
- Collect all paperwork and submit reports by specified deadlines.
- Distribute recognitions to troops in a timely manner.
- Assist troop managers in problem-solving using patience and sensitivity to other volunteers and parents.

#### Qualifications:

- Must be a registered Girl Scout.
- Must have attended Service Unit Fall Product Manager training.
- Understands and accepts GSUSA, Council policies, procedures, and deadlines necessary to run Fall Product Program Sale smoothly.
- Understands and accepts the responsibility to the Girl Scouts of North-Central Alabama for all products.
- Demonstrated financial integrity and the ability to do mathematics, keep records, and meet deadlines.
- Follow emergency procedures as outlined in the Fall Product Program Sale Emergency Procedures; complete Incident Reports as necessary; keep Service Unit and membership staff apprised of any incidents or problems.

I, \_\_\_\_\_, accept the job of Service Unit Fall Product Manager for the Service Unit of \_\_\_\_\_ and agree to adhere to the above position description. I agree to accept financial responsibility for all nuts/candy funds I receive and handled them as per procedures. I understand that product cannot be returned for credit.

Signature \_\_\_\_\_ Position \_\_\_\_\_

Printed Name \_\_\_\_\_ SSN \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_

Email \_\_\_\_\_ Place of Employment \_\_\_\_\_