

Service Unit Cookie Manager

SUMMARY: The Service Unit Fall Product Manager promotes and coordinates the annual council wide fall product program within the Girl Scout Service Unit.

QUALIFICATIONS:

- Registered member of Girl Scouts of Eastern South Carolina, at least 18 years of age, lives the values of the Girl Scout Law and Promise
- Strong computer skills – daily access to computer with internet and email during the fall product program
- Possess organizational skills to maintain accurate records, receipts, product and girl rewards
- Excellent communication skills – communicates directly to troops, parents/guardians, and council
- Must be free of delinquent debt with Girl Scouts of Eastern South Carolina
- Has a positive and supportive attitude about the product sales program and work closely with Troop Fall Product Managers to ensure a successful sale
- Must adhere to Girl Scouts of Eastern South Carolina policies and procedures

RESPONSIBILITY (adhering to all deadlines set by council)

- Attend an in person training set by council
- Assist in training Troop Fall Product Managers within the service unit
- Work with troop leaders, troop fall product managers and council to ensure that girls and troops are registered prior to the start of the fall product program

MATERIALS, PRODUCTS AND PAPERWORK

- Receive and distribute product program materials to each troop and any participating Juliettes
- Serve as a liason for participating Juliettes – hand out materials, enter orders, collect money and distribute products and girl rewards
- Assist council in ensuring that all participating troops turn in ACH form and Troop Fall Product Manager position forms, so council can give access to M2

ORDER SYSTEM/DELIVERY OF PRODUCT

- Secure delivery site for nut items and be available to receive and sign for them from the warehouse. Verify inventory delivered and note any discrepancies.
- Edit service unit delivery information in the M2 system
- Schedule and manage the delivery of nut items for troops and Juliettes in your Service Unit

ACCOUNTABILITY

- Support council by encouraging troops to make prompt and frequent bank deposits
- Adaptability – adjusts and modifies own behavior, remains flexible and tolerant in response to changing situations and environments
- Understands differences and embraces differences
- Expresses ideas clearly and concisely
- Demonstrates honesty, credibility and dependability

Please print clearly and fill out completely

Service Unit Name: _____

Printed Name: _____

Mailing Address: _____

Phone/Cell: () _____ **Work:** () _____

Email Address:

By signing, I affirm that I have read and understand the information above and agree to fulfill the responsibilities for the position.

SU Fall Product Manager Signature: _____ **Date:** _____