

## **Service Unit Fall Product 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 liaison 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.

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### 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.
- Understand 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: \_\_\_\_\_