



FALL PRODUCT PROGRAM MANAGER

Service Team Position Description

SUMMARY Collaborate with Member Support Executive to build a functioning and diverse Fall Product Program Team while managing logistics and mentoring the Fall Product Program Team to create a positive experience for girls and volunteers who participate.

SUPPORTED BY Product Program Team and Member Support Executive

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.
- » Coordinate with the Service Team Fall Product Program Training Specialist to ensure all troops participating in the Fall Product Program receive Fall Product Program Training and Fall Product Program supplies.
- » Verify accurate troop product entries in M2.
- » Coordinate with the Service Team Fall Product Program Unify Specialist to verify troop 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.
- » Assists council's Product Program Team with outstanding troop account balances.
- » Ensure council communication is shared with Service Team.

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 council 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 M2; supplemental M2 training available through gsLearn.
- » 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.

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!