



# FALL PRODUCT PROGRAM IGM SPECIALIST Service Team Position Description

**SUMMARY** Manage the IGM Fall Product Program within the Service Unit. Responsible for handling the logistics of the Fall Product Program and for creating a positive experience for the girls selling Fall Product independent from a troop.

**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 IGMs to participate in the Fall Product Program and provide information on the Fall Product Program.
- » Ensure all participating girls sign a Parent Permission Form, Financial Agreement and Program Requirements.
- » Ensure all girls participating in the Fall Product Program receive Fall Product Program welcome email and appropriate documents..
- » Collect verification of [IGM Deposit Form](#) and send them to the Product Program Team within three days.
- » Alert the Product Program Team if parent/guardian does not complete deposit slips in a timely manner.
- » Record girl sales and Girl Rewards in M2.
- » Coordinate with the Service Unit Rewards Specialist to distribute Girl Rewards.

## REQUIREMENTS AND QUALIFICATIONS TO BECOME A FALL PRODUCT PROGRAM IGM SPECIALIST

- » 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 Service Unit Fall Product Program Training.
- » Complete Looker Access Agreement to access GSUSA data system.
- » Must be well trained and comfortable using M2; supplemental M2 training available through gsLearn.
- » Experience as a Troop Fall Product Manager preferred.
- » Leadership From the Inside Out online resource recommended.

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!**