

Service Unit Fall Product Manager

PURPOSE OF POSITION: Support Fall Product within the Service Unit by managing Troop Fall Product volunteers.

TERM: Appointed by GSOC Staff for duration of program.

TIME COMMITMENT: Approximately 5-8 hours per month during program season (Fall Product: August-January)

ACCOUNTABLE TO: GSOC Staff and Service Unit Operations Lead

SUPPORTED BY: Service Unit Operations Lead and Team, GSOC Staff

RESPONSIBILITIES:

- Advise and support Troop Fall Product Coordinator volunteers through consistent and clear communications.
- Manage roster of Troop Fall Product volunteers and ensure volunteers have completed required training and background screening.
- Liaise with GSOC Entrepreneurship staff as primary point of contact for Fall Product/Cookie programming information.
- Receive and distribute extra program materials to troop volunteers upon request.
- Ensure reporting deadlines are met.
- Coordinate product distribution to Troop Fall Product Coordinators.
- Uses care in handling and storing product to prevent breakage, heat damage, water damage, loss, etc.
- Ensure troops are informed about Fall Product distribution date, location, and time.
- Manage rewards including tracking, picking-up and sorting of items.
- Report damages, shortages, and/or missing rewards to GSOC's Entrepreneurship staff immediately.
- Coordinate with Service Unit to distribute rewards immediately to troop volunteers.
- Provide positive, girl-focused support for Fall Product Programs and operate within the product program guidelines defined by GSOC.
- Complete evaluation to provide feedback and make recommendations.
- Serves as part of the Service Unit Program Team, supporting and participating in Program Team initiatives. Attends Service Unit and Team meetings.
- Completes all GSOC registration requirements and training required for this role.

QUALITIES REQUIRED:

- **Commitment to Focus on Girls:** Understands that girls experience the Girl Scout Leadership model through using girl-led, cooperative-learning and learning-by-doing activities.
- **Confidentiality and Conflict Resolution:** Exercises discretion, integrity, and impartiality in dealing with Service Unit personnel issues.
- **Ability to Foster Diversity:** Understands and embraces differences.
- **Communication Skills:** Expresses ideas clearly and concisely.
- **Model the Girl Scout Promise and Law:** Demonstrates personal integrity, credibility and dependability for girls and a commitment to the mission, goals, guidelines, policies, and standards of GSUSA and GSOC.