

**GIRL SCOUTS OF THE DESERT SOUTHWEST
OPERATIONAL VOLUNTEER POSITION DESCRIPTION
SERVICE UNIT MEMBER**



GIRL SCOUT SERVICE UNIT FALL PRODUCT MANAGER

PURPOSE OF POSITION: To manage and administer Girl Scout Fall Product program to all participating troops in the service unit.

ACCOUNTABILITY: One year beginning in August. The position is appointed by Council Product Sales Director with input from Membership Manager.

QUALIFICATIONS:

- Must be in good standing with the Girl Scouts of the Desert Southwest.
- Be a registered member of Girl Scouts of the United States of America and at least 18 years of age.
- Volunteer application, Criminal Background Check, and current Code of Conduct on file at Council office.
- Accept and adhere to the purpose and principles of Girl Scouting, GSUSA and the Council.
- Demonstrate strong organizational skills, problem solving, supervisory skills, effective time management, and interpersonal skills, written and verbal communication.
- Have a good working knowledge, acceptance, and willingness to promote Council’s goals, objectives, and policies.
- Ability and willingness to make decision, delegate responsibility, and work with adults from diverse backgrounds.
- Have at least one year experience with the Girl Scout Fall product program.
- Have strong computer skills to ensure accurate and consistent data entry.

RESPONSIBILITIES:

- Attend Council training for Girl Scout Fall product program.
- Protect GSDSW assets (product, monies, and documents) at all times.
- Work with Service Unit registrar to verify that all participating troops are registered.
- Coordinate and conduct training session for troop coordinators to include:
 - Girl safety
 - Goal Setting individual girl goals and troop goal
 - Entering orders on website for both product and awards
 - Distribution of product to troops, parents, and girls and the importance of issuing receipts
 - Money collection and banking instructions and the importance of issuing receipts
 - Encourage and instruct troop coordinators to make frequent deposits
 - All deadlines and submission of final reports
- Conduct meetings with troop coordinators to verify orders on website and collect appropriate paperwork.
- Submit and verify all troops’ orders, documents, final reports, deposits slips, recognitions orders and delinquencies. Verify total deposits in troop account, equal total product proceeds.
- Maintain continuous communication with Service Unit Team and membership on deadlines and progress.
- Be available to pick up/receive and distribute troops’ product and recognitions orders. Issue receipts for any and all product, recognitions.
- Promptly report discrepancies and defalcations to GSDSW.
- Assume full responsibility for product, recognitions, and documents while in your possession.
- Promote and attend Service Team, Service Unit, Area Association and Annual Meetings.

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

I fully understand that failure to turn in all monies and related documents on time may result in collection procedures up to and including prosecution as allowed by law.

Service Unit Name: _____ Telephone # _____
(XXX) XXX-XXXX

Printed Name: _____ Email: _____

Signature: _____ Date: _____