

Fall Product Program Supervisor Position Description & Agreement

Term: September- November 20__

Reports to/Partners with: GSME Product Program Team

Purpose: Oversee the Girl Scout Fall Product Program within your Service Unit

All Product Program Supervisor volunteers agrees to: Be a positive role model to all girls and adults while acting with integrity and adhering to the Girl Scout Promise and Law, and to maintain confidentiality on behalf of the Girl Scout organization.

Responsibilities include:

- Become your Service Unit Expert in the Fall Product Program products, online system, procedures, recognition plan and troop incentives
- Attend the Fall Product Program software trainings provided by GSME (usually August)
- Conduct a training within your Service Unit to all troop volunteers.
Verify ALL volunteers are registered in Looker!
Distribute Fall Program supplies at your training (only to volunteers who have completed fall program training) before the sale begins
- Host a Fall Product Rally/Kick Off Event, encouraging participation for troops and Juliettes
- Educate girls and troop adults about the Fall Product Program policies and procedures
- Promote the programing piece of the sale, with an emphasis on the 5 Skills girls learn from participating. Provide guidance and respond timely to the troop volunteers throughout the term
- Manage the sales system and assist troops with their data entry if needed
- Secure a delivery station and schedule pick up times for troops and Juliettes
- Responsible for proper handling of product
- Maintain timely communication with Product Program staff especially regarding issues that arise
- Maintain troop records and receipts on all product program transactions and finances
- Problem-solve with Troop Volunteers using patience and sensitivity

- Responsible for any delivered product until signed off by a leader
- Verify all products and incentives match the report and communicate promptly with council if there are discrepancies
- Act as the Juliette Service Unit Troop Leader for participating Juliette's girls in your service unit
- Responsible for collecting participating Juliette orders/deposit slips and entering them into the M2 system.

Qualifications include:

- Experience in product sales, preferred
- Be a Registered Girl Scout volunteer with GSME
- Strong computer knowledge, willing to learn online database system, experience with excel, and adaptable to change in systems
- Have reliable access to a computer and internet, and time necessary to carry out responsibilities
- Reliable transportation, willing to travel for trainings and to meet with volunteers
- Strong organizational skills
- Strong communication skills, available by phone/text/email/social media
- Accuracy and attention to detail in working with numbers and handling paperwork
- Available on key sale dates
- Adaptability – Adjust, modify own behavior and remain flexible and tolerant in response to changing situations and environments
- Must subscribe to the principles of the Girl Scout Movement and become a registered member of GSUSA

Signature	Date
Name(print)	Service Unit

I accept the duties and responsibilities of the position of the Service Unit Fall Product Program Supervisor as outlined above and agree to act as the Product Program Service Unit Supervisor for the 20__ Fall Product Program.