

# Product Program Supervisor: Fall Product Volunteer Position Description



## Purpose

- Point person for the Fall Product Program for the service unit. Works directly with troop leaders, Juliette mentors, the service team, and council staff.

## Responsibilities

- Supports volunteers and Juliette mentors before, during, and after the sale by: offering training and distributing materials in a timely manner; answering questions when possible and asking the product program team for direction when needed; facilitating the receipt and distribution of the fall product order shipment and rewards.
- Manages and maintains the fall product platform (M2) for the service unit. Assists leaders with log-in issues and entering troop orders if needed.
- In collaboration with the service team during the Plan for Success, builds a strategy for sharing and promoting the Fall Product Program within the service unit.
- Trains local volunteers and Juliette mentors on all aspects of the Fall Product Program including: what is the Fall Product Program, why it is beneficial for girls to participate, what are the guidelines for participating, and how to use the online system.
- Attends service team meetings and provides updates on the status of the Fall Product Program at service team meetings and additionally as requested.
- Attends leader meetings, especially during the months of the Fall Product Program, to share updates, celebrate successes, and answer questions as needed.

## Required Qualifications

- Registered and approved Girl Scout volunteer, at least 18 years of age, who lives the values of the Girl Scout philosophy and adheres to GSME policies and ways of work.
- Knowledgeable and versed on GSME policies as stated in the Volunteer Handbook and Service Team Handbook.
- Attends required Fall Product Program training (generally held each year in August) and meetings as needed with the product program team.
- Required Training: “Let’s Plan Events” if organizing a fall product rally.
- Good organizational, financial, and computer skills, including familiarity with the fall product online system.
- Aptitude for coaching other volunteers to help them effectively manage their troops’ or Juliette(s) participation in the Fall Product Program.
- Strong understanding of the Foundational Girl Scout Experience and how it relates to the Fall Product Program.
- Work productively & respectfully with people of diverse cultures, abilities, personalities, ages & backgrounds.
- Effective oral, writing and reading skills—express ideas and facts clearly and accurately.
- Adaptable and able to remain flexible and tolerant in response to changing situations and environments.

## Desired Qualifications

- Enthusiasm for sharing and promoting vibrant communication within your service unit regarding the Fall Product Program, such as sharing Facebook posts, flyers, crafting emails, etc.
- Familiarity with Microsoft Excel and Adobe Acrobat.