

GIRL SCOUTS – DIAMONDS OF ARKANSAS, OKLAHOMA, AND TEXAS
VOLUNTEER POSITION DESCRIPTION

VOLUNTEER POSITION: **SERVICE UNIT PRODUCT SALES MANAGER**

PURPOSE OF POSITION: Directs and implements product sale strategies and procedures and serves as support to Troop Product Sales Managers by working closely with Council Product Sales staff.

ACCOUNTABILITY: Appointed by Service Unit Director and Membership and Marketing Specialist. Position is accountable to the Service Unit Director and assigned Council Product Sales staff person for a one year term (June 1st-May 31st).

QUALIFICATIONS:

- Must be in good standing with Girl Scouts – Diamonds of Arkansas, Oklahoma, and Texas.
- Be a registered adult member of Girl Scouts of the United States of America (GSUSA) and have a Volunteer Application / Criminal Background Check on file at the Council.
- Accept and adhere to the purpose and principles of the Girl Scout movement and the goals of GSUSA and the Diamonds Council.
- Have a clear understanding of the responsibilities of the Service Unit Product Sales Manager position.
- Express enthusiasm and a positive attitude in working with girls, parents, and volunteers.
- Have access to the internet.
- Have the commitment and the time needed to perform this position.
- Ability and willingness to make decisions, to keep accurate records, and account for all products and monies received by the Troops or groups.

RESPONSIBILITIES:

- Attend required Council Service Unit Fall Product Manager training and/or Service Unit Cookie Manager training.
- Work with Service Unit Director to schedule training and ensure that every Troop Product Sales Manager is trained in all aspects of product sales.
- Be readily accessible to Troop Product Sales Managers.
- Make arrangements for delivery site and distribution of products to Troops.
- Work closely with Service Unit Director and Council staff if any problems arise
- Possess financial integrity and the ability to keep accurate records.
- Strictly adhere to sale dates and meet deadlines.
- Help arrange product transfers between Troops, if necessary, to ensure no Troop is left with extra product.
- Sort and distribute incentives to Troops in Service Unit.
- Collect Troop Product Manager Agreements from each participating Troop and keep in safe place.
- Help ensure that the Fall Product Sale and the Cookie Sale is a positive experience for everyone.

I understand and agree to the terms of the position as stated above.

Service Unit Product Sales Manager

Service Unit Director

Date

