

# **Service Unit Product Program Manager Position Description**

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**PURPOSE OF POSITION:** Directs and implements product program strategies and procedures and serves as support to Troop Product 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 Council Product Sales Director for a one year term (June 1-May 31).

**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.
- Has 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.
- Has access to the internet.
- Has the commitment and the time needed to perform this position.
- Has ability and willingness to make decisions, to keep accurate records, and account for all products and monies received by the Troops or groups.
- Possesses financial integrity and the ability to keep accurate records.

**RESPONSIBILITIES:**

- Attends required Council Service Unit Fall Product Manager training and/or Service Unit Cookie Manager training.
- Works 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.
- Makes arrangements for delivery site and distribution of products to Troops.
- Works closely with Service Unit Director and Council staff if any problems arise
- Strictly adheres to sales dates and meet deadlines.
- Helps arrange product transfers between Troops, if necessary, to ensure no Troop is left with extra product.
- Responsible for working with Troops/Groups and SU Treasurer to see that all product money is deposited in troop accounts.
- Sorts and distributes incentives to Troops in Service Unit.
- Collects Troop Product Manager Agreements from each participating Troop and keep in safe place.
- Responsible for sending required paperwork for all troops and parent debts.
- Helps ensure that the Fall Product Program and the Cookie Program is a positive experience for everyone.

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

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SU Product Program Manager Service Unit Director

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Date