

Girl Scouts of Eastern Missouri

POSITION DESCRIPTION

Product Programs

Title: Neighborhood Fall Product Manager

Purpose of the position:

To promote and coordinate the annual Council Fall Product Program within a Girl Scout Neighborhood

Accountability:

Appointed by the Neighborhood Chair and accountable to the District Fall Product Manager

Resource person: Director, Product Programs

Staff liaison: Product Programs

Terms of appointment: One year

Responsibilities:

- Attends Neighborhood Fall Product Program training
- Help promote the Fall Product Program, contacts all troops in neighborhood prior to program to encourage participation
- Receives a signed Troop Product Manager Accountability form from each TFPM in their neighborhood prior to distributing materials or training
- Trains, provides guidance and materials to Troop Fall Product Managers
- Answers questions as needed from troop managers, parents/guardians or community regarding the Fall Product Program
- Keeps accurate records in software and receipts of troop/girl orders and accounts paid
- Receives and verifies product quantity from delivery agent. Distributes product to troops after verification of quantity and signature
- Receives troop final reports from each troop, checks software and paperwork. Completes TLPR for troops not submitting validated deposit slips. Forwards reports to the District Fall Product Manager by designated date
- Receives and promptly distributes troop rewards

Requirements of the position:

- Meets membership requirements
- Abides by national and local Girl Scout policies, standards and procedures
- Has Internet connection and email address

Knowledge and skills required:

- Understanding of the general program and philosophy of Girl Scout fundraising
- Ability to promote the Girl Scout Fall Product Program
- Accuracy in working with numbers and record keeping
- Ability to work effectively with others and willingness to follow up with all volunteers
- Ability to take initiative and have sound judgment
- Ability to adhere to a schedule