

Fall Product Sales Manager

Annual Position Agreement

Position Summary: To provide organize, coordinate, direct, and manage the Fall Product Sale for the Service Unit.

Term of Appointment: The Fall Product Sales Manager is appointed annually by the Service Unit Manager (SUM), and approved by the Volunteer Services Team. This term begins on August 1st, and ends on July 31st.

Support: The Fall Product Sales Manager is supported by the Service Unit Manager and Product Sales staff.

Qualifications and Core Competencies:

- Be a currently registered member of Girl Scouts, with a current background check on file.
- Be guided in all actions by the Girl Scout Promise and Law.
- Owe no outstanding debts to GSNENY
- Attend preliminary training to learn the role, and able to participate in on-going learning opportunities for position growth
- Provide excellent customer service in fulfilling orders and responsibilities promptly and courteously
- Have access and familiarity with the communication forms most used by the Service Unit
- Willing to maintain a cooperative working relationship with paid staff, Service Team Members, and Troop Leaders
- **Be guided in all actions by the Girl Scout Promise and Law**

Responsibilities:

- Prepare and distribute Fall Product Sales materials
- Plan and conduct a training with all Troop Fall Product Sales Managers annually
- Obtain Troop Product Sales Manager Agreements from troops participating in the sale. **NOTE:** A signed manager agreement must be obtained before any product sales materials are released to the troop.
- Collect all troop information with in the Service Unit and accurately compile a comprehensive Service Unit order
- Ensure all troop orders have correct information
- Submit all information required to council offices or the online system on or before scheduled deadlines.
- Secure a proper delivery site for the Service Unit nut and candy delivery

- Coordinate Service Unit nut and candy delivery and contact all troops with pick up information
- Divide and distribute rewards to troops within a reasonable amount of time
- Respect all council dealines and policies
- Have an understanding of the Girl Scout Fall Product Sales goals, procedural expectations of the sale, and safety guidelines.
- Able to use the online system throughout the duration of the sale.

Statement of Term

The responsibilities of the Fall Product Sales position have been discussed with me, and I agree to fulfill them to the best of my ability from August 1 to July 31.

Signature

Date

Printed Name

SUM Signature

SU Name/Number