

Service Unit Product Sales Manager

Summary

The Service Unit Product Sales Manager coordinates the annual Cookie Program and/or the annual Fall Product Program for Girl Scouts of Utah at the Service Unit level.

Term of Appointment

The Service Unit Product Sales Manager is a minimum one-year commitment and is renewable for two consecutive terms, for a total of three years of service.

The Girl Scouts of Utah Council, in conjunction with the Service Unit Team, will perform an annual evaluation of each Service Unit Team member.ⁱ

Support Team

- Service Unit Team
- Girl Scouts of Utah Product Sales staff
- Member Support for immediate issues at info@gsutah.org or 801-265-8472

Required Training

- Annual Leadership Summit
- Service Unit Fall Product Manager Training (If participating in the Fall Product Program)
- Service Unit Cookie Manager Training (If participating in the Cookie Program)

Responsibilities

Participate in the Service Unit Team

- Attend and actively participate in regular Service Unit meetings and annual Leadership Summit.
- Work with the Service Unit Team to establish annual Service Unit goals.
- Support other Service Unit Team members in accomplishing Service Unit goals, especially where the Product Sales Program coincides with those goals.
- Support the Service Unit Event Representative in planning and hosting a cookie rally and financial literacy program.
- Review on-going emails and reports sent by Girl Scouts of Utah Product Sales Department and Troop Product Sales Managers.
- Support and promote National Girl Scout Cookie Day and any other Product Sales related events and activities.
- Lead by example.

Participate in Pre-Product Sales Program Preparation

- Have read and will comply with all Fall Product Sale and Cookie Sale rules and requirements stated in Girl Scouts of Utah's "Volunteer Essentials" and "Safety Activity Checkpoints."
- Work with Council staff to ensure all participating troops are currently registered, have a minimum of two currently registered adult volunteers and five currently registered girls.
- Complete all required trainings, observe all deadlines, and follow all procedures as directed by Girl Scouts of Utah Council.
- Mentor new Troop Product Sales Managers.
- Instruct/train Troop Product Sales Managers as outlined by the council.
- Distribute all program and sales materials to Troop Product Sales Managers.
- Work with council to ensure that any troop who has an outstanding debt with Girl Scouts of Utah does NOT participate in any Product Sales Program, including taking orders and attending booth sales.

Manage Service Unit Product Sales Program

- Review and/or enter troop orders into the vendor web-based system(s) by the stated deadline.
- Obtain and supervise delivery site(s) for troop orders and enter information into the vendor web-based system(s) by required deadline.
- Take responsibility for all products handled.
 - Accept and sign the receipt(s) for products delivered to delivery site(s).
 - Coordinate the distribution of products.
 - Issue receipts for products given to Troop Product Sales Managers.
- Export and save all the vendor web-based system(s) reports by specified deadlines. Provide troops with requested reports.

Manage Post Product Sales Program Wrap-up

- Complete Product Sales Program survey(s) by deadline.
- Distribute Product Sales rewards to Troop Product Sales Managers.
 - Confirm accuracy of reward order(s) shipped from bakery.
 - Separate items per troop and distribute accordingly.

Placement and Reappointment Process

The typical placement and reappointment process of Service Unit Team members will happen between the months of April and June.

- Interview with current Service Unit Director, Designated Service Unit Team members, and council staff member.
- Sign and agree to the position description and Service Unit Team agreement.

- Participate in Summer Leadership Summit Training.

Qualification Requirements

- Current adult Girl Scout member in good standing.ⁱⁱ
- Experienced and skilled in using basic computer programs and access to Internet Explorer 5.5 or higher, Excel 97 or higher, and email.
- Good organizational and planning skills.
- Ability to keep accurate records.
- Willingness to work effectively with other team members.
- Ability to communicate in a professional manner.
- Sign and follow the Service Unit Product Sales Manager agreement form.

Recognition

Volunteers on the Service Unit Team play a fundamental role in supporting Girl Scouts and Girl Scout adults. As such, Service Unit Team members are highly valued and appreciated by the Girl Scouts of Utah Council and are eligible for various awards and recognition through local and council wide events.

Benefits of Service

- Play an integral role in girl development
- Connect to the legacy of Girl Scouts
- Develop leadership skills
- Develop planning, organizing, and budgeting skills

ⁱ Evaluations will be based on fulfillment of responsibilities in this job description and “Volunteer Safety and Conduct Policies” in *Volunteer Essentials*.

ⁱⁱ To be a member in good standing, volunteers must be in good financial standing with no council debt, have submitted the Troop Financial Report by June 30th, and follow “Volunteer Safety and Conduct Policies” outlined in *Volunteer Essentials*.