



Service Unit Product Program Representative

Summary

The Service Unit Product Program Representative plays an important role by creating a positive experience for girls, families and volunteers while participating in the council sponsored product programs. The Product Program Representative coordinates, educates, communicates and supports troop cookie and fall product representatives throughout the programs.

Responsibilities/Duties

- Coordinate with Service Unit Event Representative with planning and hosting a cookie rally and financial literacy program.
- Collaborate with all service unit team members to establish and support the service unit annual plan and goals.
- Review on-going emails and reports sent by Girl Scouts of Utah Product Program Department, council staff, and Troop Product Program Managers.
- Support and promote National Girl Scout Cookie Day and any other Product Programs related events and activities.

Participate in Pre-Product Sales Program Preparation

- Read and will comply with all Fall Product and Cookie Program rules and requirements stated in Girl Scouts of Utah's "Volunteer Essentials" and "Safety Activity Checkpoints."
- Complete all required trainings, observe all deadlines, and follow all procedures as directed by Girl Scouts of Utah council.
- Work with council staff to ensure all participating troops are currently registered, have a minimum of two actively registered adult volunteers and five currently registered girls.
- Mentor new Troop Product Program Managers.
- Instruct/train Troop Product Program Managers as outlined by the council.
- Distribute all program and sales materials to Troop Product Program 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 Programs, 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 Program Managers.

- Export and save all 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 Program rewards to Troop Product Program Managers.
 - Confirm accuracy of reward order(s) shipped from bakery/vendors.
 - Separate items per troop and distribute accordingly.

Qualification Requirements

- Excellent communication, planning skills, and is well organized.
- Experienced and skilled in using basic computer programs.
- Service Unit Fall Product Training every year (if participating in the Fall Product Program).
- Service Unit Cookie Training every year (if participating in the Cookie Program).
- Attend Council Sponsored Events Representative Training every two (2) years.

Benefits of Service

- Develop leadership and management skills.
- Develop planning, organizing, and budgeting skills

Term of Appointment

Appointed by Volunteer Support Specialist and reappointment based on annual evaluation. This position is a minimum one (1) year commitment and is renewable for a third consecutive term, for a total of three (3) 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.

Support Team

- Volunteer Support Specialist
- Volunteer Support Manager
- Product Program Manager & Specialist
- Training & Development Coordinator
- Program Department
- Customer Care Department

Resources

- Service Unit Guidebook
- Service Unit Planning Packet
- Little Brownie eBudde Resources
- Council Sponsored Events Packet
- Safety Activity Checkpoints
- Volunteer Essentials