



Service Unit FPSP Manager Position Description

- Position:** Service Unit Fall Product Sales Program Manager
- Mission Statement:** Girl Scouting builds girls of courage, confidence and character, who make the world a better place.
- Purpose:** To serve as coordinator for the Service Unit Fall Product Sales Program
- Responsible To:** Service Unit Manager in consultation with Product Sales Department
- Term of Appointment:** One year. Major work during the months of August through December
- Requirements:**
- Membership in GSUSA
 - Complete educational sessions as required for the position
 - Complete volunteer application or renewal application annually
 - Successfully complete the online background check
 - Knowledge of Fall Product Sales Program
 - Ability and willingness to educate Troop Leaders and Troop Fall Product Sales Program Managers
 - Ability to maintain accurate records
 - Ability to maintain a working relationship with operational volunteers
 - Enthusiasm for the Program
 - Ability or skills that will further enhance the delivery of the Girl Scout Program
 - Interact with all people in a positive manner
 - Ability, access and willingness to use the internet, email and new technologies

Principle Duties:

- Participate in the development and implementation of Service Unit goals
- Be knowledgeable in Program procedures and promotions
- Educate Troop Leaders and Fall Product Sales Program Managers; encourage all Troops to participate in the program; distribute order packets to Troops. Promote incentives to Troops
- Arrange for delivery site and Troop pick up of nut/candy products
- Ensure Troop submits monies due and orders to Service Unit by stated deadlines
- Report regularly to the Product Sales Department on Program progress and problems encountered; participate in customer service efforts and problem solving
- Assist Troop Fall Product Sales Program Managers in collecting past due funds; provide GSCB with detailed information on past due accounts
- Receive and distribute incentives to each Troop
- Complete Fall Product Sales Program evaluation form and submit to GSCB; participate in the brainstorming of new and innovative ideas
- Contribute toward the effectiveness of GSCB Affirmative Action/Equal Employment Opportunity guidelines by ensuring that all activities reach out to all racial/ethnic/diverse groups and provide equal access. Acquire working knowledge and understanding of affirmative action and exhibit a non-discriminatory attitude in all internal and external working relationships
- Provide support for GSCB Fund Development, United Ways/Fund and Family Partnership

I have read and understand the responsibilities as stated in this job description and agree to perform them to the best of my ability.

Signature: _____ Date: _____

