

Summary: The troop fall product program manager will manage the sale of the fall products and associated record keeping.

Term of Appointment: The troop fall product program manager is recruited by the troop leader and is appointed for a three-month term, September to early December, which is renewable annually upon successful completion of evaluation processes. This position requires an average of three hours per week during the fall product program.

Supervision: The troop fall product program manager reports to the service unit fall product program coordinator (SUFPPC).

Support: The troop fall product program manager receives support, guidance, and encouragement from the SUFPPC and director of product programs. She or he has access to relevant learning opportunities and materials that prepare for and support this role.

Required Training: Welcome video and Fall Product Program Training.

Responsibilities:

- Distribute and collect permission slips and give instructions to each girl at troop meeting(s) prior to sale dates.
- With leader, help girls to set troop and personal goals.
- Verify that orders for products and rewards are submitted by indicated deadlines.
- Receive troop's ordered products from the SUFPPC and accurately distribute products to girls.
- Receive accurate sale price per product from each girl.
- Meet weekly with girls to collect money and deposit in troop bank account as directed.
- Ensure that no girl is holding unsold products or money.
- Receive and distribute recognitions earned by girls at a troop meeting or Court of Awards immediately after the program.
- Complete evaluation of program if requested and return to SUFPPC or council after the program has been completed.
- Give troop records to troop leader after the sale has been completed for use in troop financial report.
- Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- Remain informed about and comply with the most current policies, procedures, and guidelines of Girl Scouts of Eastern Oklahoma (GSEOK) and Girl Scouts of the USA (GSUSA).

Qualifications and Core Competencies:

- Personal integrity: Demonstrate dependability, honesty, and credibility and have the ability to collect and properly handle money.
- Adaptability: Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments. Has the ability to work well with individuals and groups.
- Oral communication: Express ideas and facts clearly and accurately.
- Foster diversity: Understand, respect, and embrace differences.
- Computer skills: Access to email and the Internet.
- Additional requirements:
 - o Must be a registered member of GSUSA.
 - o Has sufficient time to carry out the designated responsibilities.
 - o Has the ability to organize, interpret and evaluate.
 - o Complete the GSEOK background screening process which includes a volunteer application and backgroundcheck.

I have read the aforementioned qualifications and duties outlined for this position and I agree to assume the responsibilities as listed.

Signature _____ Date _____

Troop Fall Product Program Manager (print name) _____

Troop # _____ Cell/Home Phone _____ Work Phone _____

Drivers License # _____ Email Address _____

Home Address _____