

Volunteer Position Description

Service Unit Product Manager - Fall Product

Position Summary:

The **service unit product manager (SUPM)** oversees all facets of the service unit's (SU) Fall Product Program.

Responsibilities:

- Collaborates with the service unit manager (SUM), troop product managers (TRPM) and Girl Scouts of Western Washington (GSWW) product program managers.
- Schedules and organizes training workshops for TRPMs and Independently Registered Member (IRM) caregivers and is available to answer questions and mentor volunteers.
- Supports TRPMs and reviews troop order entries in M2 online system.
- Receives and counts SU product delivery, manages distribution to troops/IRMs.
- Maintains regular communication with TRPMs and caregivers of IRMs to ensure that required tasks are being completed and deadlines followed.
- Receive and review communications from the Product Program Team.
- Review troop/IRM final documentation and assist troops and IRM caregivers in reconciling their fall product financial records.
- Receive and distribute reward items to troops/IRMs in a timely manner.
- Agree to be guided by the Girl Scout Mission, Promise and Law, and the procedures and guidelines of GSWW and Girl Scouts of the USA.
- Create a welcoming atmosphere for youth and adults from all different social, cultural, ethnic, and economic backgrounds.
- Maintain GSWW confidentiality standards.

Qualifications:

- **Required Training:** Complete SUPM trainings.
- **Experience:** Solid math and accounting skills. Ability to schedule product delivery, review troop/IRM input into the online system (M2), and meet deadlines.
- **Leadership Skills:** Demonstrate leadership and decision-making skills, able to work collaboratively with adults. Incorporate effective and fair conflict resolution skills. Commitment to inclusion regardless of race, ethnicity, physical or mental differences,

geographic location, socioeconomic status, educational background or any other difference. Respect diverse viewpoints and willingness to engage in discussion.

- **Computer Skills:** Ability to use email and internet. Ability to effectively navigate the online system (M2) used for sale data.
- **Other Requirements include:**
 - Must be 21 years or older.
 - Become a registered member of Girl Scouts.
 - Complete required volunteer application process by submitting volunteer application, criminal background check.
 - Ability and willingness to meet the time commitments of planning, paperwork reviews, SU team meetings, and trainings.

Time Commitment:

Fall Product: 2-5 hours weekly during the order/delivery period, end of September through November. SUPM training is an additional 2-3 hours in August.

Reports To:

- Staff product program manager.
- Volunteer SUM.

Marketable Skills:

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| • Social media, database management | • Communication |
| • Public speaking | • Training |
| • Public relations | • Leadership |
| • Accounting and reconciliation | • Detail-oriented |