girl scouts
of historic georgia

Service Unit Product Program Manager
Position Description

Volunteer Position Summary: Coordinate Product Program campaigns for the Service Unit. Works with Troop Cookie Program Managers and Troop Fall Product Managers to implement and evaluate cookie and fall product programs.

Appointed by: **Product Program Staff**

        Name   Position   Date

Supervised by: **Product Program Staff**

        Name   Position

Specific Tasks:

- Work under the supervision of the council (GSHG) Product Program Manager (staff) for the Service Unit.
- Train, motivate and support volunteers as well as girls/parents for the upcoming program.
- Implements strategies for meeting Service Unit product program goals.
- Follow all policies and procedures as published in Volunteer Essentials, Safety Activity Checkpoints, and all Product Program material.
- Have an approved volunteer application on file with the council (GSHG) office.
- Verify that all participating girls are registered and have all required forms signed by a parent or guardian.
- Collect each girl's and/or groups' orders and check for accuracy.
- Complete and submit orders for products and incentives to the council (GSHG) by the deadline.
- Coordinate with GSHG Product Program Manager to receive products and incentives at the designated locations.
- Distribute products and incentives to girls and/or groups in a timely manner. Ensure orders are counted and verified for accuracy and receipt is signed. Return all unclaimed products and incentives.
- Ensure appropriate deposits to the council are made via ACH.
- Secure cookie booth program sites for all Service Unit troops using all forms and resources given to you by Council.

Requirements:

- Computer literate. Able to learn new software and have access to a computer and internet.
- Represent Girl Scouting in a professional and positive manner to girls, adults, and the community.
- Understand that this is a voluntary position.

Volunteer agreement between Girl Scouts of Historic Georgia, Inc., and:

THE COUNCIL (GSHG) AGREES TO:

- Provide the volunteer with a copy of the volunteer policies.
- Provide a position description.
- Provide a volunteer agreement and/or a letter of appointment.
- Offer relevant training for the position.
- Give recognition for time and energy devoted to the position.
- Implement ongoing affirmative action for volunteers.
- Carry liability insurance and supplementary accident insurance as part of the national and/or council membership.
- Provide ongoing support, guidance, and performance appraisal.

THE VOLUNTEER AGREES TO:

- Meet membership requirements and register as a member of the Girl Scout movement.
- Devote sufficient time and energy to fulfill outlined position requirements.
- Support the purpose and values of the Girl Scout Movement.
- Comply with council (GSHG) and GSUSA policies and standards.
- Be supportive of the council (GSHG) and its activities and goals.
- Meet with appropriate groups on a regular basis for ongoing support and evaluation.
- Affirm that the Girl Scout Movement actively seeks members of every racial, ethnic, religious, and socioeconomic group.
- Recognize that the Girl Scout Movement is a voluntary service and does not expect or solicit monetary compensation.
- Complete position-related training.
- Perform all duties in a timely manner.
- Support Friends and Family Campaign.

My signature on this document signifies that:

- I have read and agreed to the Position Description and Volunteer Agreement.
- I understand that my name, address, telephone number, and email address may be distributed within GSHG for Girl Scout purposes.
- I hold harmless Girl Scouts of Historic Georgia Council, Girl Scouts of the USA, and the officers, employees and volunteers thereof, except in the case of gross negligence or willful misconduct.
- I will notify my volunteer supervisor if I am unable to perform the duties as agreed upon and outlined in my volunteer position description. If I am not performing my duties as agreed, GSHG has the right to release me from the position.

Volunteer name (print)_____ Date _____

Signature_____ Service Unit _____