

## Girl Scouts Louisiana East

841 South Clearview Parkway, New Orleans, La. 70121 Telephone: (800)-644-7571 Fax: 504-733-8219 Website: [www.gsle.org](http://www.gsle.org)

### Service Unit Fall Product Manager Position Description:



**Appointed by:** Membership Executive  
**Responsible to:** Membership Executive & Director of Sales  
**Length of Commitment:** One program year.  
**Purpose:** To coordinate and implement the Service Unit participation in Council-sponsored Fall Product Program.

### Required Knowledge and Experience:

- Must be an officially registered adult member with Girl Scouts of the USA.
- Abide by the principles of the Girl Scout Promise & Law.
- Demonstrate financial integrity and the ability to keep accurate records and meet deadlines.

### Specific Responsibilities:

- Attend training for Fall Product Managers on **September 17, 2011**.
- Promote and train troops in the inner workings of the program and products offered in the Fall Product Program to all eligible troops.
- Obtain signed Troop Fall Product Manager Job Descriptions for all participating troops within respective service unit.
- Support Troop Fall Product Managers in problem-solving; using patience, sensitivity and goodwill to other volunteers and/or parents.
- Verify troop and individual girl information into the Nut-E online ordering portal.
- Verify troop/girl incentives as calculated in the online system.
- Ensure payment in full (excluding troop proceeds) by troops is made to the council by depositing troop checks into Girl Scouts Louisiana East **Whitney National Bank** account by specified deadline. As well as ALL required forms and reports to Area Product Manager in time allotted.
- Distribute troop product and incentives in a timely manner.

I \_\_\_\_\_, accept the job of Troop Fall Product Manager for Service Unit # \_\_\_\_\_, and agree to the above position description. I accept personal financial responsibility for all products received and monies collected as payment from customers/parents. I understand that the 2011 Fall Product Program proceeds are Troop & Council property and "the funds are for Girl Scout activities and are not to be retained by individuals as their property." (*Girl Scout Safety-Wise Standard 28*). I agree that all money collected must be deposited into the council's account by the council's set deadline. If account is delinquent and not brought current Girl Scouts Louisiana East reserves the right to seek the services of a collection agency and/or pursue legal action for delinquent accounts. I understand that orders cannot be returned to, or exchanged at, council offices.

**Signature:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **DL#** \_\_\_\_\_ **State:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Zip:** \_\_\_\_\_ **Home:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**Place of Employment:** \_\_\_\_\_ **Service Unit:** \_\_\_\_\_