

Girl Scouts of Michigan Shore to Shore
VOLUNTEER POSITION DESCRIPTION
Product Sale(s) Manager
Service Unit (SUPSM) and/or Troop (TPSM)

PURPOSE: Manage all facets of the Product Sale Program(s), providing supervision and support as needed.

ACCOUNTABILITY: Appointed & accountable to Council Product Sales staff with support from the Service Unit Director.

SERVICE COMMITMENT: The Product Sale(s) Manager is an episodic volunteer position appointed for the duration of time it takes to carry out the requirements of the assignment, which will vary depending on the needs of the Service Unit and the particular product sale.

QUALIFICATIONS:

- Be a registered GSUSA member and an Approved Volunteer of GSMISTS
- Ability to work independently and/or in a team environment efficiently
- Ability and willingness to make decisions, delegate, and work with adults from diverse backgrounds
- Good communication skills; access to the Internet and proficient computer skills preferred
- Excellent written, verbal and interpersonal communication skills
- Strong organizational skills and attention to detail

RESPONSIBILITIES:

- Be guided in all actions by the Girl Scout Mission, Promise and Law
- Comply & remain informed about current policies, procedures & guidelines of GSMISTS & GSUSA
- Coordinate Product Sale(s), including ordering and delivery logistics
- Attend GSMISTS Product Sale training sessions
- Generate enthusiasm for the Girl Scout Product Sale experience
- Provide leadership & support, emphasizing the 5 Skills learned as part of the Product Sales Program
- Create a warm and welcoming environment for all participants
- Become proficient in Product Sales software

CORE COMPETENCIES:

Oral Communication: Expresses ideas and facts in a clear and understandable manner; skilled in public speaking and phone etiquette.

Personal Integrity: Demonstrates honesty, credibility and dependability.

Organization: Demonstrates detailed organization at all times.

Adaptability: Adjusts and modifies own behavior and remains flexible and tolerant in response to changing situations and environments.

Computer Skills: Competent with email and the Internet. Proficient in Nut-E/eBudde system(s).

Fostering Diversity: Understands and embraces differences.

Please return the bottom portion of this form to productsales@gsmists.org.

I accept the above commitment and responsibilities set forth.

TPSM Print Name	TPSM Signature	Service Unit # and SU Name	Troop #
SUPSM Print Name	SUPSM Signature	Date	

OFFICE USE ONLY: Current reg/vol app Fall training Cookie training

Staff Signature	Date