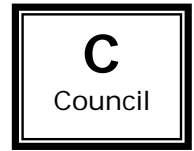




Girl Scouts-Wilderness Road Council
Volunteer Position Description



Name: _____

Service Unit: _____

Position Title: Fall Product Sale Manager

Reports To: Service Unit Manager/Membership Specialist

Term of Appointment: One Year. Renewable.

Position Summary: Coordinate training of and provides support for the Troop Fall Product Sale Managers during the sale and work closely with the membership specialists to meet Service Unit goals.

Duties and Responsibilities:

1. Attend Service Unit Fall Product Sale Manager’s Training.
2. Receive and distribute sale materials to troop managers.
3. Conduct training for troop managers.
4. Obtain all troop orders and prepare service unit order by due date.
5. Arrange for pick-up of product by troops.
6. Communicate with Fall Product Sale Managers regarding excess product.
7. Obtain final paperwork to Council Service Center by specified due date.
8. Receive incentive orders and prepare for pick-up of incentives by troops.
9. Participate in evaluation of fall product sale.

This position may be asked to sign a confidentiality statement.

Qualifications:

1. Be a registered member of Girl Scouts of the USA.
2. Good organizational skills.
3. Good time management skills.

Time: 4 months/4-6 hours per month

I understand and agree to the duties, responsibilities and qualifications of this position.

Signature

Date