

PURPOSE OF POSITION	Directs and implements product program strategies and procedure. Serves as support to Troop Product Managers by working closely with Council Product Program staff.
ACCOUNTABILITY	Appointed by Service Unit Manager and Product Program Staff.
QUALIFICATIONS	<ul style="list-style-type: none"> • Must be in good standing with Girl Scouts of Western New York. • Be a registered adult member of Girl Scouts of the United States of America (GSUSA) and have a current Criminal Background Check on file with Girl Scouts of Western New York. • Accept and adhere to the purpose and principles of the Girl Scout movement and the goals of GSUSA and GSWNY. • Has a clear understanding of the responsibilities of the Service Unit Product Program Manager position. • Express enthusiasm and a positive attitude in working with girls, parents, and volunteers. • Has access to the internet and a working computer. • Has the commitment and the time needed to perform this position. • Has ability and willingness to make decisions and keep accurate records.
RESPONSIBILITIES	<ul style="list-style-type: none"> • Attends required Council Service Unit Cookie Program Product Manager training. • Works with Service Unit Manager to schedule training and ensure that every Troop Product Program Manager is trained in all aspects of product program. • Be readily accessible to Troop Product Program Managers. • Attends delivery site or warehouse distribution of cookies to Troops. • Works closely with Service Unit Manager and Council staff if any problems arise. • Strictly adheres to program timeline and meets deadlines. • Responsible for working with Troops/Groups to see that all payments are made on time and paperwork is turned into council on time. • Sorts and distributes incentives to Troops in the Service Unit. • Collects signed Troop Product Manager Agreements from each participating Troop and keeps in safe place. • Responsible for sending required paperwork for all troops and parent debts. • Helps ensure that the Cookie Program is a positive experience for everyone.

I understand and agree to the terms of the position as stated above.

Service Unit Product Program Manager Service Unit Manager

Date