



Minnesota and Wisconsin
River Valleys

Service Unit Product Program Manager Volunteer Position Description

Reports to: Service Unit Manager/Product Sales Manager
Term: Two years, with reappointment
Purpose: To promote, coordinate and implement the River Valleys Product Program activities [Fall Product Program (August-November), Cookie Program Activity (October-May)] within the service unit and to help make these activities rewarding, fun and successful for every girl and volunteer. *Position may be separated by Fall Product Program and Cookie Program Activity.*

RESPONSIBILITIES:

1. Attend an annual River Valleys kick off event.
2. Ensure that troop product program managers are trained for duties utilizing council provided materials and that they:
 - a. Are registered as adult members of GSUSA
 - b. Have turned in completed volunteer applications/completed River Valleys background check
 - c. Have attended position training
 - d. Receive all product program materials (Fall Product or Cookie Program Activity)
 - e. Distribute product and girl recognition items promptly
3. Promote, provide information, and respond to questions about the River Valleys product programs to Girl Scout volunteers and the public.
4. Coordinate River Valleys' product programs for girls who are members in the Girl Scout organization through pathways outside of troop participation.
5. Support/assist in coordinating a service unit cookie rally (applicable only to Cookie Program Activity volunteer).
6. Monitor, review and edit the troop order, reorders (when applicable), and recognition order. Submit service unit order via the appropriate website by the deadline dates.
7. Communicate with troops in the service unit on the product delivery and when necessary, coordinate arrangements for staffing of volunteers for the delivery station as directed by River Valleys staff.
8. Monitor and review troop financial deposits and follow up where necessary.
9. Maintain product inventory as directed by River Valleys staff (when applicable).
10. Be a fiscal steward of Girl Scout funds and products.
11. Evaluate the product program activities with troop product managers and River Valleys staff.
12. Contribute to fund development goals of River Valleys by supporting council efforts and promoting Girl Scouting within the community.
13. Complete volunteer position training within required timeframe.
14. Support and promote The Girl Scout Leadership Experience: Program Essentials in relationship to your volunteer position.
15. Follow all GSUSA and River Valleys' policies, standards, and procedures.
16. Other duties as assigned by River Valleys staff.

QUALIFICATIONS:

1. Currently registered adult member of GSUSA.
2. Willing to fully participate in volunteer application and screening process.
3. Practice welcoming and inclusive behavior toward people of all ages, races, religions, cultures, abilities, sexual orientation, gender, educational, and economic backgrounds.

4. Committed to speak and act in a manner consistent with the Girl Scout Mission, Promise, and Law.
5. Current e-mail address, daily access to the Internet, and comfort with online data entry.



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6. Detail-oriented and organized with willingness and ability to meet deadlines.
7. Comfort with training groups and individuals and managing the work of others.
8. Willing to support and respond to troop product program managers, troop leaders, and River Valleys staff.
9. Must be able to promote the Fall Product Program and Cookie Program Activity as the premier financial literacy programs for girls.

BENEFITS:

1. Help girls and volunteers become confident leaders who discover, connect, and take action in their community.
2. Receive limited accident coverage while carrying out Girl Scout responsibilities as a member of GSUSA.
3. Develop skills in volunteer management, organization, implementing programs, public speaking and record keeping that are valuable for personal and professional growth.
4. Receive training in areas of responsibility, plus continuous learning opportunities.

RIVER VALLEYS' RESPONSIBILITIES TO OUR VOLUNTEERS:

1. Strive to match your skills and talents with an appropriate volunteer position.
2. Provide a volunteer position description and orientation to your position, River Valleys, and GSUSA.
3. Provide position-specific training when required and document when completed.
4. Provide an extensive network of resources, contacts, and programming ideas, and ensure services, materials, and resources are available and accessible.
5. Provide current information on upcoming events and activities through newsletters, meetings, and online resources.
6. Provide ongoing support, guidance, evaluation, and recognition of your volunteer service.