girl scouts of eastern missouri

ROLE DESCRIPTION

Title: **District Fall Product Activity Manager**

Purpose of the position: To coordinate the Council Fall Product Activity within a district

Accountability: Appointed by the District Chair and accountable to the Council Fall Product Sales Manager

Staff/ Department: Director, Product Sales & Council Fall Product Program Manager

Terms of appointment: One year

Time Commitment: 10 hours per year

Responsibilities:

- Attends District Fall Product Program Training
- Assists the Council Fall Product Program Manager in administering program standards and procedures as established by the Council Finance Committee
- Trains and provides guidance to Neighborhood Fall Product Activity Managers
- Directs and coordinates the work of the Neighborhood Fall Product Activity Managers
- Attends District Committee Meetings and assists at Neighborhood Association Meetings, when necessary, to help promote the Fall Product Program
- Is available to answer questions from parents and community regarding the Fall Product Program
- Verifies Fall Product Activity orders in software
- Warehouses and distributes product to troops as needed if serving as a Peanut Pantry
- Receives Neighborhood Reports from Neighborhood Fall Product Activity Managers; checks for accuracy and forwards to the Girl Scout Service Center by designated date
- Assists Council Fall Product Activity Manager in documenting delinquent accounts

Requirements of the position:

- Meets membership requirements
- Abides by national and local Girl Scout policies, standards and procedures
- Must have Internet connection and email address

Knowledge and skills required:

- Understanding of the general program and philosophy of Girl Scout fundraising
- Ability to promote the Girl Scout Fall Product Activity
- Accuracy in working with numbers and record keeping
- Ability to work effectively with others and willingness to make phone calls
- Ability to adhere to a schedule
- Initiative and sound judgment

Training Required:

- Girl Scouting 101
- Intro to Girl Scouting
- District Fall Product Program Training