

Service Unit Product Program Manager Position Description & Agreement Form

SUMMARY: The Service Unit Product Program Manager (SUPPM) manages all facets of GSMISTS Product Programs for a service unit, providing supervision and support as needed. She/He is a member of the service unit team.

RESPONSIBILITIES, DUTIES, & EXPECTATIONS: The SUPPM provides leadership for, support of, and generates enthusiasm for the Product Program experience in the service unit.

SUPERVISION: The SUPPM is appointed and accountable to GSMISTS Product Program staff. She/He is supported by other GSMISTS staff member, including the Service Unit/Troop Support Coordinator and Customer Care.

TERM OF APPOINTMENT: The SUPPM is appointed for a one-year term that is renewable upon completion of evaluation processes. She/He can expect a minimum of 2-5 hours of service weekly, depending on the needs of the service unit and product programs. This is a seasonal position. Ideally, no one person should serve in more than one service team role.

REQUIREMENTS: Service Unit Product Program Manager Training (Fall Sale and Cookie Sale), Troop Management Training, Membership Year Kick-Off in August, Fall Meeting in November, Mid-Year Meeting in February/March, monthly service unit team webinars, in addition to:

- Generate enthusiasm for the Girl Scout Product Program experience
- Provide leadership and support, emphasizing the 5 skills learned through the Product Program experience
- Coordinate the Product Program experience for my service unit, including ordering and delivery logistics
- Be proficient in the use of Product Program software (M2Media and Smart Cookies)
- Work with the service unit team and GSMISTS Service Unit and Troop Support Coordinator to develop an annual Service Plan of Work
- Ensure all members follow Product Program guidelines and GSMISTS Volunteer Policies and Procedures.

QUALIFICATIONS AND CORE COMPETENCIES:

- Strong management skills, including planning and coordinating
- Strong communication skills and am comfortable with public speaking and networking
- Meet GSMISTS deadlines and complete tasks in a timely manner
- Able to apply appropriate conflict resolution techniques
- Able to access e-mail and the Internet

I accept the commitment and responsibilities set forth above for the Service Unit Product Program Manager position.

Print Name

Service Unit #

Service Unit Name

Signature

Date

GSMISTS Staff Signature

Date