

GIRL SCOUTS OF NE KANSAS & NW MISSOURI VOLUNTEER JOB DESCRIPTION

JOB TITLE: Service Unit Product Program Manager (also referred to as Fall or Cookie SU PPM)

DEPARTMENT: Product Program

Appointed by, and reports to, SU Support Manager, SU Team Manager and Product Program Director

Purpose: Provide leadership and management for the Service Unit (SU) during the annual Cookie Program

Term of appointment: Candy: July – October, Cookies: October – May (some months activities are minimal; like attend meeting or hand out materials)

Required/Responsibilities:

- Registered for current Membership Year with current background check
- Attend SU PPM training session (or meet with Sr. Director, Product Program)
- Present Fall Product info to your Service Unit
- Review Troop Cookie Manager (TCM) training session (hosted by council) for cookies
- Manage and review troop activity, using web-based programs, to ensure troop completion of programs including orders, banking and recognitions
- Oversee product and recognition deliveries for cookies
- Be the SU point person for the troops in SU, be available to answer questions and provide direction to troops in a timely manner (SU PPM to set parameters on when/how to contact)
- Guided in all actions by the Girl Scout Mission, Promise and Law
- Remain informed about and comply with the most current policies, procedures, and guidelines of NE Kansas & NW Missouri and Girl Scouts of the USA (GSUSA)

Qualifications:

- Friendly and personable
- Possess and display leadership, organizational, and presentation skills
- Able to meet deadlines
- Basic math skills
- **Computer literate with internet access; ideally has access to Facebook**
- **Ability to check email regularly throughout programs and return calls/emails in a timely manner**

Standard Core Competencies:

- **Girl focus:** Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun
- **Personal integrity:** Demonstrate dependability, honesty, and credibility
- **Adaptability:** Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments
- **Oral communication:** Express ideas and facts clearly and accurately
- **Foster diversity:** Understand, respect, and embrace differences

This job description is not intended to be all-inclusive. Reasonable accommodations will be made to allow individuals with disabilities to perform volunteer jobs with the council whenever possible.