



**Headquarters
Billings Service Center**
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Billings, MT 59102

Casper Service Center
501 North Sun Drive
Casper, WY 82609

Great Falls Service Center
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Great Falls, MT 59405

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Service Unit Team Position: Product Sales Manager

The Service Unit Product Sale Managers role is to manage all facets of the Service Unit’s annual product sales program in a manner that is consistent with the Girl Scout Mission, Promise and Law, and policies and goals of Girl Scouts of Montana and Wyoming and Girl Scouts of the USA.

Required Skills for Product Sales Manager:

- Willing to contribute to a supportive Service Unit environment and conscientious effort toward meeting the responsibilities of the position
- Effective time management including the ability to organize, prioritize, meet deadlines, and scheduling and follow-through.
- Experience/desire to work with girls and other adult volunteers
- Effective communication skills including coaching, motivating, encouragement, conflict resolution, and delegating.
- Access to the Internet, data entry skills, online training and financial reconciliation.
- Financial aptitude for such things as inventory, product sales and distribution.
- Maintain confidentiality.

Service Commitment: The Service Unit Manager will appoint the Product Sales Manager for a one year renewable term in which she/he should expect to provide a minimum of approximately 6-8 hours of service weekly during the busiest period, depending on the needs of the Service Unit. This position is active from October until May; however the majority of the responsibilities are concentrated from November through March.

Supervision and Support: The Product Sales Manager is appointed, supported by and accountable to the Service Unit Manager and Girl Scouts of Montana and Wyoming.

Qualifications and Accountabilities:

- Volunteer is a registered member of Girl Scouts of the USA and at least 18 years of age.
- Volunteer will complete the volunteer process as set by Girl Scouts of Montana and Wyoming; including authorizing a background check.
- Participate in required training related to the position.
- Exhibit behavior consistent with the framework of the Girl Scout mission, Promise and Law, policies, procedures, and standards of the council and Girl Scouts of the USA (Refer to Blue Book of Basic Documents, Safety-Wise, and the Volunteer Resource Manual).
- Encourage participation in Girl Scouting by all girls and adults regardless of race, creed, color, religion, ethnicity, physical ability, national origin, or socioeconomic status.
- Utilize Girl Scout resources, especially those relating to safety, policies, and organizational standards.
- In cooperation with other members of the leadership team, prepare girls to understand and live by the Girl Scout Promise and Law.
- Be enthusiastic and positive in working with girls and their parents/guardians.
- Attend training on Girl Scout product sales as well as participate in updates/meetings as requested.
- Train Troop Product Sales managers and distribute troop materials within a timely manner.
- Manage the Service Unit product inventory; maintain accurate Service Unit product records and keep an accurate documentation of all product movement using the appropriate product sale tools and applications.
- Be financially responsible for all products until they are receipted to a Troop Product Sales Manager or a parent of an individually registered member.
- Maintain regular communication with Troop Product Sales managers, parents of individually registered member, and council staff to monitor product inventory and sales updates.
- Ensure that bank deposits are made frequently, and assist with any questions.
- Oversee the coordination of product sale locations for the Service Unit.
- Collect and review final sales reports from troops, complete any necessary Service Unit reports, and submit final Service Unit reports by the specified deadline.
- Distribute girl recognition items to troops/ individually registered members in a timely manner.

I have read and understand the responsibilities as stated in this job description and agree to perform them to the best of my ability.

Signature of Product Sales Manager _____ **date** _____