



## Service Unit Product Manager Position Description 2016-2017

**Partnership:** Service Teams work in partnership with GSEIWI to create extraordinary Girl Scouting experiences for girls, adults and their local communities. We have created this team position description to ensure that we partner with only the highest quality of individuals to represent Girl Scouts.

**Supported By:** Product Sales Staff

### **Key Responsibilities:**

#### **Product Sales Training**

- Attend Service Unit Product Manager training prior to the sale.
- Receive troop materials, train Troop Product Managers (TPM), and distribute materials.
- Collect TPM agreements and keep them on file for 1 year after the sale is complete.

#### **Product Delivery**

- Reserve, set-up, and monitor product delivery station.
- Accept, verify, and sign for delivery of the service unit product order at the delivery station.
- Manage TPM pick-up of the product.

#### **Product Sale Management**

- Successfully meets product sale deadlines.
- Approve and commit troop initial product orders and recognition orders.
- Communicate with TPM on changes to orders when appropriate.
- Support council and troops in the service unit on the money collection process.

#### **Recognition Orders**

- Receive, sort, and distribute recognition orders to TPM.

**Thank you for your commitment!**