



## Volunteer Position Description

**Position:** Service Unit Fall Product Program Manager

**Accountable to:** Service Unit Manager and Product Program Team.

**Term:** One Year Appointed Annually

**Summary:** Responsible for implementing the Fall Product Program within service unit.

### Accountabilities

- ❖ Promote the Fall Product Program in service unit
- ❖ Attend service unit virtual Fall Product Program Training annually
- ❖ Responsible for distribution of all troop and girl Fall Product Program materials
- ❖ Assist troops throughout the Fall Product Program
- ❖ Have internet access to check and enter orders via the web.
- ❖ Ability to receive package delivery or pickup at residence.
- ❖ Secure location for nut/candy product delivery and coordinate pickup of product with troops
- ❖ Responsible for receiving and distributing reward items to troops

### Requirements

- ❖ Be a registered volunteer of GSUSA
- ❖ Participate in Fall Product Program training events
- ❖ Recognize, understand, accept, and support all GSUSA and Council goals, policies, standards and Affirmative Action Statement
- ❖ Adherence to deadlines
- ❖ Provide clear instructions to individuals and troops
- ❖ Demonstrate ability to manage reports and financial records
- ❖ Requires approximately five hours a week for an eight-week period in the fall

### Evaluation

Evaluated and reappointed annually by service unit manager