



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 members, 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

I understand my responsibilities are:

I will complete the training required for the Service Unit Product Program Manager position.

Yes No

I will generate enthusiasm for the Girl Scout Product Program experience.

Yes No

I will provide leadership and support, emphasizing the 5 Skills learned through the Product Program experience.

Yes No

I will coordinate the Product Program experience for my service unit, including ordering and delivery logistics.

Yes No

I will become proficient in the use of Product Program software (Unify and Smart Cookies)

Yes No

I will work with the service unit team and GSMISTS Service Unit and Troop Support Coordinator to develop an annual Service Unit Plan of Work.

Yes No

I will create a welcoming atmosphere by encouraging and supporting all Girl Scout Members and families.

Yes No

I will provide support in managing conflicts that may arise among the membership within the service unit.

Yes No

I will ensure all members are in compliance with Product Program guidelines and *GSMISTS Volunteer Policies and Procedures*.

Yes No

I understand and meet the qualifications and core competencies listed below:

I have strong management skills, including planning and coordinating.

Yes No

I have strong communication skills and am comfortable with public speaking and networking.

Yes No

I am able to meet GSMISTS deadlines and complete tasks in a timely manner.

Yes No

I am able to apply appropriate conflict resolution techniques.

Yes No

I am able to access e-mail and the Internet. I understand I will need to communicate with GSMISTS staff and other members of the service unit team through e-mail. I also understand I will be receive information from GSMISTS staff and other members of the service unit team through e-mail that may need to be forwarded to troop leaders in the service unit.

Yes No

Code of Conduct:

As part of my responsibility as a GSMISTS Volunteer:

I believe in the aims and purposes of Girl Scouting.

Yes No

I am willing and able to devote sufficient time to planning and coordinating the duties of this position.

Yes No

I will demonstrate dependability, honesty, credibility, and resourcefulness.

Yes No

I will positively promote GSMISTS's programs, services, and goals to the community-at-large.

Yes No

I will act in the best interest of GSMISTS by conducting myself professionally and in accordance with the Girl Scout Promise and Law.

Yes No

I will maintain current knowledge of the Girl Scout National Program Portfolio, Product Program guidelines, *Volunteer Essentials*, *Safety Activity Checkpoints*, and *GSMISTS Volunteer Policies and Procedures*.

Yes No

I will create a positive attitude toward Girl Scouting in the community.

Yes No

Volunteer Agreement:

I agree to meet the qualifications and fulfill the duties, expectations, and requirements as outlined above.

_____ Yes _____ No

I am an approved volunteer with a current Girl Scouts of the USA membership and background check on file.

_____ Yes _____ No

I will maintain confidentiality.

_____ Yes _____ No

I agree to receive e-mail messages from GSMISTS.

_____ Yes _____ No

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