

GIRL SCOUT COMMONWEALTH COUNCIL OF VIRGINIA., INC.

POSITION DESCRIPTION

Job Title: Service Unit Product Sales Manager

Purpose: As a member of the service unit team provides assistance, coordination, promotion and customer service to the troop level volunteer for activities associated with the council sponsored peanut and/or cookie sale program within the service unit or area.

Accountability: To Director of Product Sales and the Service Unit Director.

Term of Appointment: One year, with reappointment based on performance and needs of the service unit and council.

Qualifications:

1. Be a currently registered member of GSUSA.
2. Have the necessary time available to perform all duties.
3. Have a positive attitude and the ability to motivate and work well with adults of diverse backgrounds and experiences.
4. Be able to perform simple math calculations, maintain accurate records, and meet deadlines.
5. Be familiar with the council's policies and procedures and Safety-Wise.

Principal Duties:

1. Serves as a member of the service unit team.
2. Attends required council training workshops.
3. Notifies troop volunteers about training opportunities and other product sales related details.
4. Provides on-going communication and customer service to troop volunteers.
5. Attends service unit meetings and conducts informational workshops as needed.
6. Arranges for service unit delivery point(s).
7. Accepts and compiles telephone orders for troop original peanut and/or cookie orders and incentives.
8. Compiles service unit order; determines delivery distribution; calls in order to council office on date requested; fax service unit order to council office by deadline.
9. Coordinates adult volunteers at delivery points to ensure accurate distribution of product.
10. Provides marketing and promotional assistance when requested.
11. Keeps Product Sales Director, Service Unit Director and team informed on all aspects of the service unit's product sales programs.

I have read, understood and agree to the responsibilities of this job description.

signature _____ date _____

service unit _____