

JOB DESCRIPTION

TITLE: Service Unit Product Sales Coordinator – Be a Reader and Ashdon Farms Candy & Nuts

PURPOSE: To ensure the success of Be a Reader Magazine Subscription and Candy & Nut Sales in her/his Service Unit by training the Troop Chairs and Leaders in accordance with Girl Scouts of Rhode Island, Inc. policies and procedures.

The Service Unit Fall Product Sales Coordinator is appointed by the Service Unit Manager in consultation with the Field Director. She/he works directly with Troop Leaders and Troop Chairs. The Service Unit Fall Product Sale Coordinator receives training from the Product Sales Department and works closely with them throughout the program and sale.

ACCOUNTABILITIES:

1. Attends training meeting for Service Unit Fall Product Sale Coordinators.
2. Finds a location to hold trainings for Troop Chairs and Troop Leaders.
3. Contacts Membership Coordinator for updates to the Troop Rosters.
4. Contacts ALL Troop Leaders to verify which Troops are participating in the sale and to give them training date(s), location(s) and time(s).
5. Collates Troop Packets.
6. Trains all Troop Leaders and Troop Chairs and follows up with those Troops who could not attend the training and trains them individually when necessary.
7. Collects all Troop Order Envelopes and Payments, compiles Service Unit Reports and makes sure they are in the Council office by the deadline date.
8. Assists in collection of missing reports and/or money if requested to do so.
9. Distribute Incentives for Troops ASAP after delivery from United Parcel Services.
10. Adheres to and promotes National and Council policies, standards and procedures.

QUALIFICATIONS:

1. Is a Registered Member of Girl Scouts of the U.S.A.
2. Is willing and able to take training for the job and train others.
3. Has an abiding belief in the philosophy of the Girl Scout Movement.
4. Has administrative skills and the ability to motivate others.
5. Has the ability to establish a rapport with a variety of people.
6. Has knowledge of their Service Unit.

