



Girl Scouts of Southeastern New England

Product Sales Coordinator

TITLE: Product Sales Coordinator – Fall - Be a Reader and Ashdon Farms Candy & Nuts

DESCRIPTION: To ensure the success of the Be a Reader Magazine Subscription and Candy & Nut Sale in her/his Service Unit by training the Troop Chairs and Leaders in accordance with Girl Scouts of Southeastern New England policies and procedures. The Service Unit Fall Product Sales Coordinator is appointed by the Service Unit Manager in consultation with the Membership Specialist. She/he works directly with Troop Leaders and Troop Chairs. The Fall Product Sale Coordinator receives training from the Product Sales Department and works closely with them throughout the program and sale.

RESPONSIBILITIES:

- Attends training meeting for Service Unit Fall Product Sale Coordinators.
- Finds a location to hold trainings for Troop Chairs and Troop Leaders.
- Contacts Membership Coordinator for updates to the Troop Rosters.
- Contacts Troop Leaders to verify which Troops are participating in the sale and to provide training date(s), location(s) and time(s).
- Collates Troop packets.
- Trains all Troop Leaders and Troop Chairs. Follows up with Troops who could not attend the training and trains them individually when necessary.
- Collects all Troop order envelopes and payments, compiles Service Unit reports and makes sure they are in the Council office by the deadline date.
- Assists in the collection of missing reports and/or money if requested to do so.
- Distributes incentives for Troops ASAP after delivery from United Parcel Services.
- Adheres to and promotes National and Council policies, standards and procedures.

QUALIFICATIONS:

- Current adult membership within Girl Scouts of Southeastern New England.
- Is eager and able to complete training for the job and to train others.
- Holds an abiding belief in the philosophy of the Girl Scout Movement.
- Possesses administrative skills and the capability to motivate others.
- Willingness to establish a rapport with a variety of people.
- Maintains knowledge of their Service Unit.
- Affirms that the Girl Scout movement actively seeks members of every racial, ethnic, religious, and socioeconomic group.
- Effectively relates to, and communicates with girls and adults of diverse backgrounds.