

## **Product Sale**

### **TASK DESCRIPTION**

**TITLE:** Community Product Sale Coordinators

**ACCOUNTABILITY:** Director of Product Sales

**TERM:** Two years

**PURPOSE:** Manages, coordinates and implements Product Sales in a community

#### **RESPONSIBILITIES:**

1. Adheres to the Girl Scouts of the USA and Girl Scouts of the Jersey Shore, Inc. policies, guidelines, standards and procedures.
2. Attends Product Sales training and Wrap Up meeting.
3. Trains community product sale volunteers and Troop Product Sale Managers (TPSM).
4. Distributes product sales materials to troops and individual girls.
5. Verifies that all troops and girls are registered and enters all troop information in vendor ordering system. Sets-up user ID's (troop #, leaders or TPSM for the troop contact info and # of girls registered)
6. Sends out deadline reminders and ensures that troop orders are entered in vendor ordering system on time.
7. Collects and enters all independent girl orders; sets up delivery and distribution of incentives.
8. Organizes and manages delivery station for the community.
9. Secures and organizes booth sales for the area (if area has a booth coordinator).
10. Collects deposit tickets from troops and enters in vendor ordering system; submits copy to council and follows up on missing deposits and payments.
11. Ensures that all incentive orders are submitted by deadlines and distributed to troops in timely manner.
12. Other tasks as assigned.

#### **QUALIFICATIONS:**

1. Is a registered member of GSUSA
2. Is an organized, open-minded, flexible and enthusiastic individual.
3. Has the ability to develop working relationships with other volunteers while maintaining objectivity and confidentiality standards.