



TITLE: Community Product Sale Coordinators (CPSC)
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 Community Product Sales Coordinator (CPSC) training
 - a) New CPSC should attend council training for new TPSM
 - b) Directs new Troop Product Sale Managers (TPSM) to attend the council training.
 - c) Updates veteran TPSMs with any new material at the leader meeting
 - d) Answers questions in a timely manner. If you do not know the answer, please forward the question to the Product Sales staff.
- 3) Distributes product sales materials to troops and individual girls. Use Looker to verify that all troops and girls are registered
- 4) Sends out timely reminders and ensures that troop banking information and girl orders are entered in the vendor ordering system on time.
- 5) Collects and enters all independent(Juliette) girl orders; sets up delivery, collection of bank deposit slips, and distribution of incentives. Or you can oversee a volunteer who will manage the Juliette Girl Scouts.
- 6) Organizes and manages delivery station for the community.
 - a) Collects deposit tickets from new troops without bank accounts and enters into the vendor ordering system, submits a copy to the council, and follows up on missing deposits and payments.
- 7) Ensures that all incentive orders are submitted by deadlines and distributed to troops in a timely manner.
- 8) Attends any wrap-up meetings

9) Other tasks as assigned.

QUALIFICATIONS:

1. Is a registered member of GSUSA with a current criminal background check
2. Is an organized, open-minded, flexible and enthusiastic individual.
3. Can learn and use the cookie vendor software and the Looker software
4. Has the ability to develop working relationships with other volunteers while maintaining objectivity and confidentiality standards.

Date: _____

Name: (Print) _____

(Signature) _____