

TITLE: Community Product Sale Coordinators (CPSC)
ACCOUNTABILITY: Director of Product Program
TERM: Two years
PURPOSE: Manages, coordinates, and implements Product Program 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 Program staff for assistance.
- 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.
- 5) Collects and enters all independent (Juliette) girl orders; sets up delivery, collection and entering of shop payment receipts in vendor software 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.
- 7) Collects shop payment receipts from new troops without bank accounts and verifies it was entered into the vendor software. Follows up on missing payments.
- 8) Ensures that all incentive orders are submitted by deadlines and distributed to troops in a timely manner.
- 9) Attends any wrap-up meetings.
- 10) Other tasks as assigned.

QUALIFICATIONS:

1. Is a registered member of GSUSA with a current criminal background check.
2. Has signed the NDA (non-disclosure agreement) yearly.
3. Is an organized, open-minded, flexible, and enthusiastic individual.
4. Can learn and use the fall and/or cookie vendor software and the Looker software.
5. Has the ability to develop working relationships with other volunteers while maintaining objectivity and confidentiality standards.

Date: _____

Name: (Print)_____

(Signature)_____

Volunteering for: ☐ Fall Program ☐ Cookie Program ☐ both Fall & Cookie Programs