



Volunteer Position Description: Service Unit Product Distribution Manager

Summary: In partnership with GSNEO support staff, the Service Unit Product Distribution Manager volunteers assist with their Service Unit by receiving and distributing Product Program items at applicable times throughout the program year. This includes but is not limited to distributing extra sales material (if requested) for each program, receiving and distributing the Service Unit Fall Product Program (FPP) order, receiving and distributing the rewards shipments from FPP and the Cookie Program.

Position Supported By: This position is supported by the Service Unit Director – SUD (volunteer), Community Support Coordinator (staff), and Product Program Coordinator (staff).

Responsibilities:

- Complete Service Unit Product Distribution Manager Agreement.
- Receive the shipment of FPP snacks for the Service Unit (approximately the end of October) and distribute them to the troops.
- Receive the shipment of FPP Rewards (approximately January) and distribute to the troops.
- Receive the shipment of Cookie Program Rewards (approximately June) and distribute to the troops.
- Have availability with sufficient opportunities for troops to pick up required items during specified time periods.

Marketable Skills and Abilities:

- Organizational Skills
- Teamwork/Collaboration
- Prioritizing tasks
- Communication

Position Commitments:

- **Membership & Administration**
 - Maintain a current GSUSA membership and complete the volunteer screening process to help ensure the safety of the scouts and volunteers served through Girl Scouts.
 - Agree to opt-in to receive all communications from GSNEO and GSUSA.
 - Comply with GSUSA Policies, Standards and Guidelines, Volunteer Essentials, Safety Activity Checkpoints, GSNEO Bylaws, and GSNEO Volunteer Policies.
- **Tenure/Time:** Varies, based on time of year. The Fall Product Program typically runs August through November, and the Cookie Program typically runs December through April. Please speak with your Product Program Coordinator and/or Service Unit Director for more information on the time commitment you can expect.
- **Required Training:** Intro to GSNEO and Orientation for New Service Unit Product Distribution Manager courses on gsLearn.
- **Highly Recommended:** GSNEO leadership development courses (in-person and online).
- **By accepting this volunteer position with Girl Scouts of North East Ohio I agree to abide by the Girl Scout Promise and Law. I will respect and maintain the confidentiality of all privileged information related to Girl Scouts, its scouts and adult members, volunteers, and staff to which I am exposed while serving as a volunteer.**

The Girl Scout Mission, Promise and Law are shared by every member of Girl Scouting and define the way Girl Scouts agree to act every day toward one another, other people, and the world.

Girl Scout Mission: Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

Girl Scout Promise:

On my honor, I will try, to serve God* and my country, to help people at all times, and to live by the Girl Scout Law.

*Members may substitute for the word God in accordance with their own spiritual beliefs.

Girl Scout Law:

I will do my best to be:
honest and fair, friendly and helpful,
considerate and caring, courageous and strong,
responsible for what I say and do,
and to respect myself and others,
respect authority, use resources wisely,
make the world a better place,
and be a sister to every Girl Scout.