



Girl Scouts of Central Texas Service Unit Fall Product Manager

Position Summary: This position is responsible for ensuring the opportunity for individual growth and enrichment of Girl Scouts through participation in the Fall Product Program and to support troop fall product coordinators within a designated geographical area.

Accountability: Appointed to the assigned service unit for a one-year term limit that is reviewed annually and accountable to the service unit leadership team and appropriate Girl Scouts of Central Texas (GSCTX) staff.

Responsibilities:

- Distributes Fall Product Program materials to each participating troop.
- Provides training for troop fall product coordinators in the service unit.
- Ensures all troops participating in the Fall Product Program place orders.
- Ensure all troops have submitted Troop Fall Product Coordinator Forms online.
- Ensure all new troops and troops with bank account changes turn in ACH Authorization by the deadline.
- Ensure that participating troops have verified that all Girl Scouts are registered for the membership year that coincides with the Fall Product Program.
- Set up your administrative level M2 account and avatar.
- Receives, counts, and distributes Fall Product Program products and rewards.
- Submits the [**GSCTX Service Unit Roster form**](#) annually to accept/renew the role.
- Participates in succession planning for the position.

Position Commitments:

- Ensures compliance with regulations governed by GSUSA and GSCTX policies and procedures, including management of service unit finances.
- Ability to effectively interact, work, and collaborate with people of various cultural backgrounds and promote an environment of inclusivity.
- Completes all training for the position and checks in with your GSCTX membership staff for the most up-to-date training path.
- Be a registered adult member of GSUSA, have a current eligible criminal background check and Youth Protection Training on file at GSCTX, and be in good standing with GSCTX.
- Ensures all data with personally identifiable information or financial information is kept confidential and not shared. Data should not be saved to personal devices or printed unless necessary and should be deleted or shredded as soon as it is no longer needed.

Top Skills You Will Gain From This Position:

1. Leadership
2. Teamwork and collaboration
3. Problem-solving and adaptability
4. Communication and improved interpersonal skills