

## PRODUCT SALES COORDINATOR POSITION DESCRIPTION

**POSTION ACCOUNTABLE TO:** Membership Specialist.

**TERM OF OFFICE:** One (1) year, subject to re-appointment following annual review.

**FUNCTION:** Facilitate Girl Scout Product Sales within an assigned Service Unit.

### ACCOUNTABILITIES:

1. Attend Council Product Sale(s) training.
2. Reserve shipment and distribute materials and train Troop Product Sale(s) Chairs in your Service Unit.
3. Compile cookie/nut orders from troops and forward to Girl Scouts – Homestead Council.
4. Receive delivery of cookies/nuts and accurately distribute them to the troops.
5. Receive all forms from troops and forward to the Girl Scouts – Homestead Council.
6. Act as a resource to Troop Product Sale Chairs.
7. Participate in a Council Product Sale(s) evaluation.

### QUALIFICATIONS:

- Strong organizational skills.
- Knowledge of basic math skills.
- Experience counting/handling money.
- Strong communication skills and ability to speak to a group of people.
- Willing to work with all people regardless of race, color, religion, sex, age, martial status, national origin, disability, or receipt of public assistance.
- Register as a member of Girl Scouts of the USA.

**Equal Opportunity Organization – Committed to Diversity**

