girl scouts
heart of michigan

Troop Fall Product Program Manager

Position Summary: The Troop Fall Product Manager (TFPM) is a key volunteer leadership role responsible for coordinating the Girl Scouts Heart of Michigan (GSHOM) Fall Product Program at the troop level. Working in partnership with the troop leadership team, the Service Unit Fall Product Program Manager, and GSHOM staff, the TFPM helps create a positive, organized, and girl-led experience that teaches entrepreneurial skills while supporting troop goals.

The Troop Fall Product Program Manager serves as the primary resource for troop families during the Fall Product Program by providing timely communication, managing program logistics, and ensuring compliance with GSHOM policies and procedures.

Reports To:

- Troop Leadership Team
- Service Unit Fall Product Program Manager
- Girl Scouts Heart of Michigan Product Program Staff

Term of Service

This volunteer position is seasonal and begins with Fall Product Program training and preparation. The appointment concludes after all program responsibilities have been completed, including financial reconciliation, reward distribution, and required reporting.

Primary Responsibilities:

Program Administration

- Register the troop for participation in the Fall Product Program.
- Complete all required volunteer onboarding, background screening, and Fall Product Program training.
- Understand and follow all Girl Scouts Heart of Michigan Fall Product Program policies, procedures, deadlines, and safety standards.
- Manage the troop's online Fall Product Program platform and maintain accurate troop information.
- Submit troop orders, reports, and required documentation by established deadlines.

Communication & Volunteer Support

- Serve as the primary Fall Product Program contact for troop families.
- Communicate important program information, timelines, rewards, and expectations in a timely and accurate manner.
- Assist families with accessing online resources and understanding program procedures.
- Respond promptly to communications from the Service Unit Fall Product Program Manager and GSHOM staff.

Girl Leadership & Program Experience

- Encourage Girl Scout-led participation by helping girls set goals, make decisions, build business skills, and celebrate their achievements.
- Promote the Girl Scout Leadership Experience by ensuring girls take an active role throughout the program.
- Foster a positive, inclusive, and welcoming environment for all participating girls and families.

Financial Management

- Collect, safeguard, and accurately account for all troop funds generated through the Fall Product Program.
- Deposit funds according to Girl Scouts Heart of Michigan financial policies and procedures.
- Maintain accurate financial records and ensure compliance with council financial guidelines.

Program Logistics

- Distribute program materials to participating families.
- Coordinate reward distribution and recognize girls for their accomplishments.
- Maintain accurate records of sales, rewards, communications, and financial transactions.
- Notify the Service Unit Fall Product Program Manager or GSHOM staff of any concerns regarding finances, product discrepancies, caregiver issues, or situations affecting troop participation.

Qualifications:

- Current registered and approved Girl Scouts Heart of Michigan volunteer.
- Successful completion of required background screening and onboarding requirements.
- Completion of required Fall Product Program training.
- Strong organizational, communication, and customer service skills.
- Ability to maintain confidentiality and manage financial responsibilities with integrity.
- Comfortable using online systems, email, and digital communication tools.

Volunteer Expectations:

The Troop Fall Product Program Manager is expected to:

- Serve as a positive role model for girls and fellow volunteers.
- Demonstrate professionalism, integrity, and respect in all interactions.
- Maintain open, timely, and respectful communication with girls, caregivers, volunteers, and council staff.
- Support an inclusive environment where every Girl Scout has the opportunity to participate and succeed.
- Uphold the mission, values, and policies of Girl Scouts Heart of Michigan.

Support Provided by Girl Scouts Heart of Michigan:

Girl Scouts Heart of Michigan is committed to the success of every Troop Fall Product Program Manager by providing:

- Comprehensive volunteer training.
- Product Program materials and online sales tools.
- Ongoing communication regarding program updates, deadlines, and resources.
- Guidance and assistance from Product Program staff and the Service Unit Fall Product Program Manager.
- Recognition and appreciation for volunteer service.

Impact of the Role:

By serving as a Troop Fall Product Program Manager, you help Girl Scouts develop essential entrepreneurial and leadership skills. Including goal setting, decision making, money management, people skills, and business ethics while supporting troop adventures, community service, and leadership experiences. Your leadership creates meaningful opportunities for girls to grow in confidence, courage, and character while contributing to the overall success of the Girl Scout Movement.