
JOB DESCRIPTION

TITLE: Product Program Operations Manager

REPORTS TO: Product Program Director

POSITION SUMMARY: Develop and manage program opportunities and support for girls and volunteers within the council jurisdiction. Manage the logistics of program design and execution, budget, training and implementation of girl programming and volunteer and family support for the annual fall product and cookie product programs.

VALUES: Passion for the Girl Scout mission; positive attitude; strong work ethic; adaptable in changing environments.

SKILLS REQUIRED: Strong presentation and team building skills. Ability to learn proprietary software programs. Proficient with Microsoft Office. Must have supervisory experience, and well developed organizational skills. Must be able to handle multiple priorities. Excellent communication and customer relations skills necessary. High level of energy and enthusiasm.

ACCOUNTABILITIES:

Logistics:

Manage relationships with product vendors and delivery agents.

Manage product inventory for the Council.

Coordinate logistics behind necessary movement of inventory from the vendor to warehouses and cupboards.

Executes plan to fulfill strategic priorities, design program plan related to the annual fall product and cookie programs which relates to financial literacy, entrepreneurship and lifeskills. Programs will support the National Program Portfolio and the Girl Scout Leadership Model.

Planning:

Partner with departments to assist in implementation of the girl programming plans for the annual cookie and fall product programs according to the council's strategic priorities and tactical plan.

Analyze statistics and program needs, utilizing innovation and possibility thinking to pivot when necessary to help team succeed in fulfilling strategic priorities. Provide reports as requested.

Training:

Develop program training materials to support volunteers, girls and families in participating in the fall product and cookie programs.

Create and manage program training and support for staff and volunteers.

Materials/Collateral:

Provide marketing information for product programs for inclusion in Council program publications.

Partner with product vendors to create a program execution plan that will include set counts on print materials and rewards.

People Management:

Recruit, hire and manage all of the product program seasonal support staff that assist with running Council cookie cupboards.

Manage, support and train service unit level product program volunteers to help us execute on the fall and cookie programs.

General:

Develop and manage appropriate budgets necessary to carry out product program offerings.

Actively support the Council's commitment to diversity and equal employment opportunity policy.

Other duties as assigned.

REQUIREMENTS:

Bachelors Degree and/or 4 years equivalent experience in related field such as: nonprofit management, logistics, project management, volunteer engagement and support.

Understanding of girl-centered program progression.

Ideal candidate will have 2-3 years of supervisory experience.

Highly organized with excellent written, verbal and presentation skills.

Proven experience with budget management and experience with project planning and implementation a plus.

Proven success in setting expectations and maintaining accountabilities.

Proficient in Microsoft Office, social media and ability to learn proprietary software.

Ability to work a flexible schedule, including evenings and weekends.

Must be able to lift 30lbs.

Personal vehicle, valid driver's license and current insurance.

Background check and drug screen required.

JOB CLASSIFICATION: Exempt

The Girl Scouts of Ohio's Heartland Council, Inc. is an equal opportunity/affirmative action employer. The Council will employ qualified individuals to fill job vacancies on the basis of their experience, ability and aptitude.

