

Volunteer Position Description

Troop Fall Product Program Manager

Summary: The troop fall product program manager will manage the sale of the fall products and associated record keeping.

Term of appointment: The troop fall product program manager is recruited by the troop leader and is appointed for a three-month term, September to early December, that is renewable annually upon successful completion of evaluation processes. This position requires an average of five hours per week during the fall product program.

Supervision: The troop fall product program manager reports to the service unit fall product program coordinator.

Support: The troop fall product program manager receives support, guidance, and encouragement from the service unit fall product program coordinator and director of product programs. She or he has access to relevant learning opportunities and materials that prepare for and support this role.

Required training: Welcome Video and Service Unit Fall Product Program Training.

Recommended training: None.

Responsibilities:

- Distribute and collect permission slips and give instructions to each girl at troop meetings(s) prior to sale.
- With leader, help girls to set troop and personal goals.
- Place troop order under direction of the service unit fall product program coordinator.
- Receive troop's ordered products from service unit fall product program coordinator and accurately distribute products to girls. Meet weekly with girls to collect money.
- Receive accurate sale price per product from each girl.
- Deposit money weekly in appropriate bank account as directed.
- Ensure that no girl is holding unsold products or money.
- Complete all required forms accurately, and deliver or submit online to service unit fall product program coordinator by indicated deadlines.
- Receive and distribute recognitions earned by girls at a troop meeting or Court of Awards immediately after the sale.
- Complete evaluation of sale if requested and return to service unit fall product program coordinator or council after the sale has been completed.
- Give troop records to troop leader after the sale has been completed for use in troop financial report.
- Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- Remain informed about and comply with the most current policies, procedures, and guidelines of Girl Scouts of Eastern Oklahoma (GSEOK) and Girl Scouts of the USA (GSUSA).

Qualifications and core competencies:

- **Personal integrity:** Demonstrate dependability, honesty, and credibility and has the ability to collect and properly handle monies.
- **Adaptability:** Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments. Has the ability to work well with individuals and groups.
- **Oral communication:** Express ideas and facts clearly and accurately.
- **Foster diversity:** Understand, respect, and embrace differences.
- **Computer skills:** Access to email and the Internet.
- **Additional requirements:**
 - Must be a registered member of GSUSA.
 - Has sufficient time to carry out the designated responsibilities.
 - Has the ability to organize, interpret and evaluate.
 - Has the ability to clearly and correctly calculate and to complete required paperwork.
 - Complete the GSEOK background screening process which includes a volunteer application and background check.