

Volunteer Position Description: Troop Product Program Manager

Summary: Running a Girl Scout troop requires the involvement of all caregivers. Troop Product Program Manager volunteers assist with their Girl Scout troop by helping scouts gain business skills essential for success, both now and later, including goal setting, decision making, money management, people skills, and business ethics. They also coordinate the troop's sales materials, order placement, product inventory, and scout rewards for the product program(s).

Position Supported By: This position reports to the Troop Leaders and is supported by the Service Unit Director - SUD (volunteer), Community Support Coordinator (staff), and Product Program Coordinator (staff).

Responsibilities:

- Complete Troop Product Program Manager Agreement.
- Verify all scouts participating are registered and have completed an Annual Permission Form.
- Enter and submit all required troop information and scout orders into applicable product program computer system.
- Maintain accurate records, using mandatory receipts, of all products ordered and monies received.
- Pick up troop orders at the selected delivery during specified times or find a designated representative to do so and fill and distribute individual orders.
- Pick up and distribute rewards to the troop members in a timely manner.

Marketable Skills and Abilities:

- Organizational Skills
- Teamwork/Collaboration
- Money Management
- Prioritizing tasks
- Communication
- Business Ethics

Position Commitments:

- **Membership & Administration**
 - Maintain a current GSUSA membership and complete the volunteer screening process to help ensure the safety of the scouts and volunteers served through Girl Scouts. This is an administrative role and must be approved to handle funds.
 - Agree to opt-in to receive all communications from GSNEO and GSUSA.
 - Comply with GSUSA Policies, Standards and Guidelines, Volunteer Essentials, Safety Activity Checkpoints, GSNEO Bylaws, and GSNEO Volunteer Policies.
- **Tenure/Time:** Varies, based on time of year. The Magazine and Snack Program typically runs August through November and the Cookie Program typically runs December through April.
- **Required Training:** Intro to GSNEO and Magazine & Snack Program and/or Cookie Program training – courses on gsLearn.
- **Highly Recommended:** GSNEO leadership development courses (in-person and online).
- By accepting this volunteer position with Girl Scouts of North East Ohio I agree to abide by the Girl Scout Promise and Law. I will respect and maintain the confidentiality of all privileged information related to Girl Scouts, its scout and adult members, volunteers, and staff to which I am exposed while serving as a volunteer.

The Girl Scout Mission, Promise and Law are shared by every member of Girl Scouting and define the way Girl Scouts agree to act every day toward one another, other people, and the world.

Girl Scout Mission: Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

Girl Scout Promise:

On my honor, I will try, to serve God* and my country,
to help people at all times, and to live by the Girl Scout Law.

*Members may substitute for the word God in accordance with their own spiritual beliefs.

Girl Scout Law:

I will do my best to be:
honest and fair, friendly and helpful,
considerate and caring, courageous and strong,
responsible for what I say and do,
and to respect myself and others,
respect authority, use resources wisely,
make the world a better place,
and be a sister to every Girl Scout.