

Troop QSP/Nut Manager Position Description and Responsibility Agreement

Troop QSP/Nut Manager is appointed by and accountable to the Girl Scout troop leader and area QSP/nut manager. Coordinate and implement a well-rounded QSP/nut program for the troop; is primary connection for parents and troop members.

Term of appointment: One year term with annual evaluation and option for reappointment.

Responsibilities:

- Attend required trainings.
- Work with the Girl Scout troop leader and area QSP/nut manager to insure a successful program.
- Interpret and support in a positive manner Girl Scout Promise and Law, GSHOM policies, standards, procedures and decisions.
- Coordinate QSP/nut training for parents/guardians and distribute necessary materials so they are aware of what the girls will learn from participating in the program, reward items, and collection procedures.
- Present the QSP/nut program materials to meet the needs and interest of the troop.
- Keep accurate records of transactions with troop monies and product.
- Make necessary arrangements with the Delivery Station to pick up troop product.
- Distribute product to girls/parents.
- Input troop information into the Nut-e system. Compile accurate reports, orders and submit as required.
- Accountable for all product received by troop.
- Provide information to assist GSHOM in collecting delinquent accounts.

Qualifications:

- Meets requirements for membership in GSUSA and **must be a registered member.**
- Understand and accept policies and standards of GSUSA and Girl Scout Heart of Michigan.
- Serves as a positive role model for girls and adults.
- Has well-developed listening, communication and problem solving skills.
- Excellent written and oral communication skills.
- Has basic knowledge of or is willing to learn Girl Scout QSP/Nut program and is willing to take necessary training.
- Strong organizational and planning skills.
- Knowledge and access to a computer and internet.
- Ability to guide girls and adults through the program.
- Motivate and work harmoniously with others without regard to race, creed, nationality, socioeconomic factors or disabilities.
- Recognizes, encourages and values pluralism in all its forms.
- Must undergo a back ground check.

Benefits to volunteers: Volunteers in this position will gain experience: (1) supervising and supporting girls; (2) setting goals, planning and implementing actions to meet troop goals; and (3) team building and marketing skills.

Agreement: I understand and accept to abide by the responsibilities and qualifications of this position.

Troop #: _____ Area #: _____

Volunteer's Name (printed): _____

Volunteer's Signature: _____ Date: _____

Product Program Specialist Signature: _____