



Treats & Reads Program Troop Product Manager Position Description and Responsibility Agreement

Troop Product Manager is appointed by and accountable to the Girl Scout troop leader and area product manager. Coordinate and implement a well rounded Treats & Reads program for the troop; is primary contact 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 product manager to insure a successful program.
- Interpret and support in a positive manner Girl Scout Promise and Law, Girl Scouts Heart of Michigan policies, standards, procedures and decisions.
- Coordinate Treats & Reads 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 Treats & Reads 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 M-2 system. Compile accurate reports, orders and submit as required.
- Accountable for all product & monies received by troop.
- Provide information to assist Girl Scouts Heart of Michigan in collecting delinquent accounts.
- Responsible to ensure that payments due are made in full. Returned payments will be subject to a \$37 NSF charge.

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 Treats & Reads 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 background 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 agree to abide by the responsibilities and qualifications of this position.

Troop #: _____ Troop #: _____ Troop #: _____ Service Unit #: _____

Troop leader only Product leader only Troop leader and product leader

Volunteer Name (print): (Required) _____

Volunteer Signature: _____ Date: _____

Driver's License #: (Required) _____ State: _____

Email Address: (Required) _____

GSHOM Product Program Manager Signature: _____

Service Unit Product Program Manager Signature: _____