

## Fall Product Program Troop Manager Position Description

**Troop Product Manager** has been appointed by and is accountable to the Girl Scout troop leader and area product manager. Coordinate and implement a well-rounded Fall Product 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.

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### Responsibilities:

- Attend required trainings.
  - Work with the Girl Scout troop leader and area product manager to ensure 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 Fall Product Program 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 Fall Product 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.
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### 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 Fall Product 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.
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### 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.