



## **Troop Product Manager Volunteer Position Description**

**Job Description:** Troop Product Manager

**Reports To:** Service Unit Product Manager

**Term:** Appointed by the Troop Leader for a term of one year.

May be appointed based on performance.

### **General Responsibilities:**

- Attend Service Unit Product Program training.
- Hold a training meeting with girls and parents to review all aspects and benefits of the Nut, Candy & Magazine and Cookie Program sales.
- Verify that all girls participating are registered members of GSUSA and have a signed Parent/Guardian Permission and Responsibility form.
- Distribute and encourage the use of program materials and participation in both sale programs.
- Communicate and support girls and parents throughout the programs.
- Manage troop online ordering systems.
- Collect payments.
- Keep accurate records of all girls' sales, payments, product received and recognitions earned.
- Follow Council procedures for deadlines, reports and collection of any outstanding money.
- Manage and distribute all product and recognitions to girls and parents.
- Communicate any issues to be addressed.

### **Qualifications:**

- Registered member of Girl Scouts of the USA and clear appropriate background checks.
- Accept the Girl Scout Promise and Law
- Access to a computer and skilled in using computer programs, internet, applications, and email.
- Possess excellent planning, organization and coordination skills.
- Excellent money management skills.
- Ability to work well as a team member.
- Sufficient time to fulfill duties and attend training
- Strong sense of fiscal responsibility.
- No outstanding debt with Girl Scouts of Southern Illinois.