Neighborhood Fall Product Manager Role Description

**Purpose:** To facilitate implementation of the Girl Scout Treats & Reads Program within the Neighborhood

**Accountability:** Appointed by the Neighborhood Manager; accountable to Director, Product Programs

**Department:** Product Programs

**Term:** One year, renewable at the discretion of the Neighborhood Manager

**Responsibilities:**
- Attend required Council Fall Product Manager training each year while in this position
- Attend Neighborhood meetings to promote the Girl Scout Treats & Reads Program
- Conduct introductory/check-in calls with each troop volunteer in Neighborhood before GO Day
- Ensure all Troop Fall Product Managers in their Neighborhood have access to the online training and have the resources they need to participate in the Treats & Reads Program
- Communicate and explain Treats & Reads Program policies, standards and procedures
- Provide support to Troop Fall Product Managers and respond to phone calls and emails from volunteers and Council in a timely manner
- Become familiar with Treats & Reads Program technologies, promote technologies to membership and assist Troop Fall Product Managers in using technologies
- Monitor troop product orders, delivery, transfers, deposits and rewards in M2 software
- Receive, count/verify and distribute Fall Product rewards to troops in an organized and timely manner
- Evaluate the program and make recommendations

**Qualifications:**
- Meet GSUSA adult membership requirements and be in good financial standing with Girls Scouts of Eastern Missouri
- Complete the appropriate training for the position
- Commit to speak and act in a manner consistent with the Girl Scout Mission, Promise and Law
- Ability to listen, plan and organize, adhere to deadlines, supervise adults, resolve conflict and motivate others; provide input tactfully and communicate effectively
- Knowledge of the Girl Scout program, Safety Activity Checkpoints, Volunteer Essentials and an understanding of the general philosophy of Girl Scout money-earning
- Access to a computer and the Internet and can use technology to communicate, process information and maintain records; experience working within M2 preferred
- Comfortable communicating with adults and motivating them to comply with policies and
procedures

Training Required:
- Neighborhood Treats & Reads Training
- Review of CloverGo onboarding trainings