Neighborhood Treats & Reads 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:
• Be a cheerleader for the troops in the Neighborhood, providing positive support and encouragement to troops during the Treats & Reads season
• Attend required Council Treats & Reads Manager training each year while in the position
• Attend Neighborhood meetings to promote the Treats & Reads Program
• Conduct introductory/check-in calls with each troop in Neighborhood before Treats & Reads order-taking begins
• Ensure all Troop Treats & Reads Managers in their Neighborhood complete training and have the resources they need to participate in the Treats & Reads Program
• Stay current on Treats & Reads Program policies, standards and procedures and be able to communicate and explain them to volunteers
• Provide support to Troop Treats & Reads 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 Treats & Reads Managers in using technologies
• Assist troops in finalizing product orders, product transfers and rewards in M2 software
• Receive, count, verify and distribute Treats & Reads product to troops in an organized and timely manner
• Receive, count, verify and distribute Treats & Reads rewards to troops in an organized and timely manner
• Evaluate the program and make recommendations to Product Programs staff

Qualifications:
• Meet GSUSA adult membership requirements, including current membership and current approved background check
• Be in good financial standing with Girls Scouts of Eastern Missouri, including no current “No Funds Handling” restrictions
• 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 required
• Comfortable communicating with adults and motivating them to comply with policies and procedures

Training Required:
• Neighborhood Treats & Reads Training (annual)
• Review of CloverGo onboarding trainings