

## 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