

Girl Scouts of Eastern Missouri

POSITION DESCRIPTION

Product Programs

Title: **Troop Fall Product Program Manager**

Purpose of the position: To promote and coordinate the annual Council Fall Product Program within a Girl Scout troop

Accountability: Appointed by the troop leader and accountable to the Neighborhood Fall Product Manager

Resource person: Neighborhood Fall Product Manager

Staff: Director, Product Programs

Terms of appointment: One year

Responsibilities:

- I agree to attend Troop Fall Product Program Training and receive program supplies **after** signing the Troop Manager Accountability Form
- I agree to adhere to the established guidelines and deadlines with regard to submission of orders, paperwork, product delivery, rewards and payment as established in the current program year.
- I agree to promote the program with troop leaders, girls and parents
- I agree to submit the troop Fall Product Program product order by the designated date
- I agree that all products and payments during the product program are my responsibility and that I must have receipts for every transaction.
- I agree to pick up product from the Neighborhood Fall Product Manager and oversee distribution of product to girls
- I agree to collect money from parents/girls and deposit amount due Council
- I agree to complete a Troop Late Payment Report for all adults that have an unpaid balance. I understand that I am responsible for the unpaid balance for those adults in the event that I do not complete and submit a Troop Late Payment Report by the date outlined in the timeline
- I understand that I must submit to the Troop Leader a report from the program software for our troop activity and cash/checks or a copy of the deposit slip validated by the bank or matching cash and checks by the date outlined in the timeline.
- I agree to submit the reward order in Nut-E and distribute Fall Product Program rewards to girls
- I agree to complete evaluation of the program; submits deposit slips and final reports to the Neighborhood Fall Product Manager by the designated date
- I have Internet connection and an email address
- I understand the responsibilities of the position detailed in the troop fall product/cookie manager position description and accept full accountability for these responsibilities.

Requirements of the position:

- Meets membership requirements
- Abides by national and local Girl Scout policies, standards and procedures

Knowledge and skills required:

- Ability to work with girls and adults
- Ability to handle money and reports