

GIRL SCOUTS OF THE DESERT SOUTHWEST
TROOP FALL PRODUCT MANAGER
POSITION DESCRIPTION



PURPOSE OF POSITION:

To manage and administer Girl Scout Fall Product Program to all girls within their troop.

ACCOUNTABILITY:

One year beginning in August. The position is appointed by Troop Leader.

QUALIFICATIONS:

- **Must be in good standing with the Girl Scouts of the Desert Southwest i.e., No troop delinquency or outstanding financials.**
- Be a registered member of Girl Scouts of the United States of America and at least 18 years of age.
- Volunteer application, Criminal Background Check on file at Council office.
- Accept and adhere to the purpose and principles of Girl Scouting, GSUSA and the Council.
- Demonstrate strong organizational skills, problem solving, supervisory skills, and effective time management.
- Have a good working knowledge, acceptance, and willingness to promote Council's goals, objectives, policies and procedures.
- Ability and willingness to make decisions, delegate responsibilities, and work with adults from diverse backgrounds.
- Have strong computer skills to ensure accurate and consistent data entry.

RESPONSIBILITIES:

- Attend council training for Girl Scout Fall Product Program.
- **Verify that all girls participating are registered for the current membership year.**
- Protect girl & GSDSW assets (product, monies, and documents) at ALL times.
- Coordinate troop meeting to provide instruction to parents and girl members to include the following:
 - Girl safety
 - Goal setting, individual girl goals as well as a troop goal
 - Promote leadership experience outcomes
 - All deadlines for submission of orders and money
 - Distribution of product and awards and the importance of receipts
 - Money collection and cash management procedures
 - Ordering and distribution of girl awards
 - GSDSW collection procedures for delinquencies /NSF
- Enter all required data onto NUT-E website: troop contact, girl names, orders, payments, deposits
- Submit troop product, recognition orders, and required documents to Product Sales Department by established due date
- Pick up and distribute product and recognitions promptly and appropriately.
- Issue signed receipts for **ALL** transactions of awards and money.
- **Keep accurate records and copies of troop documents and all deposit slips.**
- Document and report all girls with delinquent balances by established date.
- Meet with Product Sales Department to submit and verify all final reports, deposit slips, any delinquent girl information, evaluation, and other documents, product, or recognitions as needed.
- **Assume full responsibility for product, money, recognitions, and documents while in your possession.**
- **If money and/or product is stolen, a police report needs to be filed immediately and the council needs to be notified. Additionally, the loss needs to be reported to your private insurance carrier. Ultimately, the individual who lost the money/product is financially responsible for the loss to the council. Please stress the importance of this information to the girls and their parents/guardians.**
- Failure to turn in all monies and related documents on time may result in charges and prosecution as allowed by law.

SERVICE UNIT: _____ TROOP #: _____

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TROOP FALL PRODUCT MANAGER
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Circle Troop level(s):

Daisy Brownie Junior Cadette Senior Ambassador

Please print clearly and fill out completely

Troop #: _____ Service Unit Name: _____ Telephone (____) _____
(all 5 digits)

Printed Name: _____ Email: _____

Mailing Address: _____
Street City State Zip

By signing, I affirm that I have read and understand the information above and agree to fulfill the responsibilities for this position.

I fully understand that failure to turn in all monies and related documents on time may result in collection procedures up to and including prosecution as allowed by law.

Signature: _____

Are you or Spouse Active Military: No Yes, if checked please complete the following

Sponsor Name: _____ Unit: _____

Address: _____ Duty phone _____

If money is delinquent commander will be contacted