

**GIRL SCOUTS OF THE DESERT SOUTHWEST
OPERATIONAL VOLUNTEER POSITION DESCRIPTION
TROOP POSITION**



GIRL SCOUT TROOP FALL PRODUCT COORDINATOR

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 with input from Council Product Sales Director and Membership Manager.

QUALIFICATIONS:

- Must be in good standing with the Girl Scouts of the Desert Southwest.
- 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, and current Code of Conduct 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 decision, delegate responsibility, and work with adults from diverse backgrounds.
- Have strong computer skills to ensure accurate and consistent data entry.

RESPONSIBILITIES:

- Attend service unit/council training for Girl Scout Fall product program.
- Protect 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; reference cookie activity meeting
 - 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 Trophy Nut Ordering System website: troop contact, girl names, orders, payments, deposits and final reports.
- Submit girl permission slips, troop product and recognition orders, and required documents to Service Unit Fall Product Manager by established due date
- Pick up and distribute product and recognitions 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.
- Meet with Service Unit Fall Product Manager 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.
- Failure to turn in all monies and related documents on time may result in charges and prosecution as allowed by law.
- Prevent troop delinquencies by submitting complete, accurate reports and deposit slips within given deadline.

By signing below, 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.

Troop #: _____ Service Unit Name: _____ Telephone # _____
(all 5 digits) (XXX) XXX-XXXX

Printed Name: _____ Email: _____

Signature: _____ Date: _____