



Girl Scouts®

Minnesota and Wisconsin
River Valleys

Troop Product Program Manager Volunteer Position Description

- Reports to:** Service Unit Product Program Manager
- Term:** One year, with reappointment; (primary responsibilities for Fall Product Program: August-November, Cookie Program Activity: October-May)
- Purpose:** To promote, coordinate, and implement the River Valleys Product Program activities [Fall Product Program and/or Cookie Program Activity] within the troop and ensure procedures are followed and deadlines met. *Positions may be separated by Fall Product Program and Cookie Program Activity.*

RESPONSIBILITIES:

1. Complete the required troop product program manager self-study training for Fall Product Program and/or Cookie Program Activity.
2. Attend service unit "Question & Answer session" and receive materials (Fall Product Program and/or Cookie Program Activity). Distribute to girls and families in the appropriate timeframe.
3. Promote River Valleys product program activities purpose and goals in a positive manner.
4. Work with leaders, girls, and parents/guardians to develop a strong Girl Scout product program activity plan for the troop.
5. Train girls/families in the product program activities benefits, procedures, and timelines.
6. Become familiar with appropriate online system dependant on product program activity (nut-E for Fall Product, eBudde for Cookies).
7. Provide families with receipts for product and money transactions
8. Prepare troop orders (including any additional orders) and reports accurately and meet deadlines.
9. Oversee pick up and distribution of troop product at designated times and locations.
10. Oversee the money collection process for all product sold by girls in the troop.
11. Be a fiscal steward of Girl Scout funds.
12. Work with the leader to deposit product money as directed and within the given timeframe.
13. Receive and distribute all recognitions to girls in a timely manner.
14. Work with the service unit product program manager to answer questions and resolve problems.
15. Support and promote The Girl Scout Leadership Experience: Program Essentials in relationship to your volunteer position.
16. Follow all GSUSA and River Valleys' policies, standards, and procedures.
17. Contribute to fund development goals of the council by supporting council efforts and promoting Girl Scouting within the community.
18. Other duties as assigned.



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QUALIFICATIONS:

1. Currently registered adult member of GSUSA.
2. Willing to fully participate in volunteer application and screening process.
3. Practice welcoming and inclusive behavior toward people of all ages, races, religions, cultures, abilities, sexual orientation, gender, educational, and economic backgrounds.
4. Committed to speak and act in a manner consistent with the Girl Scout Mission, Promise, and Law.
5. A current e-mail address, daily access to the Internet, and familiarity with online data entry.
6. Ability to organize materials, manage inventory, keep accurate records, finalize details, and meet deadline dates.
7. Ability and willingness to respond to service unit product program manager, troop leaders, council staff and the general public in a friendly and mutually respectful way.
8. Practice welcoming and inclusive behavior toward people of all ages, races, religions, cultures, abilities, sexual orientation, and gender, educational and economic backgrounds.

BENEFITS:

1. Help girls become confident leaders who discover, connect, and take action in their community.
2. Receive limited accident coverage while carrying out Girl Scout responsibilities as a member of GSUSA.
3. Develop skills in program delivery, organization, public speaking, and record keeping.
4. Gain and develop skills for personal and professional growth.
5. Receive financial assistance if needed.

RIVER VALLEYS' RESPONSIBILITIES TO OUR VOLUNTEERS:

1. Strive to match your skills and talents with an appropriate volunteer position.
2. Provide a volunteer position description and orientation to your position, River Valleys, and GSUSA.
3. Provide position-specific training when required and document when completed.
4. Provide an extensive network of resources, contacts, and programming ideas, and ensure services, materials, and resources are available and accessible.
5. Provide current information on upcoming events and activities through newsletters, meetings, and online resources.
6. Provide ongoing support, guidance, evaluation, and recognition of your volunteer service.