

Troop Product Sales Manager Volunteer Position Description



Reports to: Troop Leader and Community Product Sales Manager
Term: One year, with reappointment

Purpose: Manage and coordinate the Girl Scout Product Sale Programs within a specific troop. Position can be held by more than one person based on troop needs and the product sale programs the troop participates in.

RESPONSIBILITIES: *Your Timeline, Duties, and Estimated Time Commitment:*

Before Sale Begins –1 to 3 ½ hours

- Attend service unit Product Sale Program training with Community Product Sales Manager (CPSM) and receive Troop Product Sale materials.
- Sort troop forms.
- Plan and hold parent/girl meeting to give our general information, goal setting, starting dates and deadlines.

Product Order Taking/Placing Orders and Delivery – 2 to 4 hours

- Hand out order cards/product and collect Parent/guardian permission slips.
- Collect girl order cards and magazine order forms/booklets.
- Check totals, complete online order entry, and turn in forms to CPSM by the designated date.
- Count, pick up and sign for troop products from designated delivery station.
- Sort and count each girl's order. Contact girls to pick up orders. Have adults count and sign for girl orders.

Ordering Girl Recognitions – 1 to 2 hours

- Place orders for girl recognitions in vendor provided ordering systems by designated date.
- Receive recognitions from CPSM. Distribute girl recognitions and report missing items to CPSM immediately.

Money Collection, Deposits – 4 to 5 hours

- Collect and count funds for any orders taken by girls, have adults count and sign for money turned in; deposit these funds by end of October.
- Count and collect money from girls (nut/chocolates and cookies); weekly to avoid collection issues.
- Deposit all Product Sales Program money in troop account.
- Keep troop profit and send balance owed, in the form of a Troop check to a council specified bank account by the scheduled dates.
- Turn in all deposit information to CPSM and fill out outstanding money forms as needed.
- File and hold all records of Troop Product Sale Programs for a minimum of three full years.

CORE COMPETENCIES:

- **Girl Focus:** Helps girls set realistic, clearly defined goals/objectives to experience the new Girl Scout leadership experience and achieve outcomes via Discover, Connect and Take Action.
- **Adaptability:** Adjusts and modifies own behavior, and remains flexible and tolerant in response to changing situations and environments.
- **Fostering Diversity:** Understands differences and embraces differences.
- **Oral Communication:** Expresses ideas clearly and concisely.
- **Personal Integrity:** Demonstrates honesty, credibility, and dependability.

Troop Product Sales Manager Agreement

I understand and agree to fulfill the purpose, accountability, and principal duties of the position of Troop Helper. This position is reviewable each year or as needed.

Troop Fall Sale Manager: Please print your name here: _____

Your signature here: _____ Date" _____

Troop Cookie Manager: Please print your name here: _____

Your signature here: _____ Date" _____

Community Coordinator of SU# _____ or Membership Service Specialist:

Please print your name here: _____

Your signature here: _____ Date" _____

Note to CC or MSS: Please give one signed and dated copy to the new volunteer. Please mail a second signed and dated copy of this position description to the Duluth Regional Center attn: Adult Development Assistant at |424 West Superior Street, Suite G 3 |Duluth MN 55802. Thank you!