

## Fall Product Troop Manager

### Summary

The Fall Product Troop Manager plays an important role in supporting GSHPA's Fall Product Program. As a dedicated volunteer, you will work closely with troop leadership, Girl Scouts, and families to ensure successful planning, organization, and execution of the Fall Product Program. This position helps empower Girl Scouts to develop entrepreneurial skills such as goal setting, decision making, money management, people skills, and business ethics.

### Responsibilities

#### Training and Support

- Complete required fall product training provided by GSHPA to become familiar with program guidelines, safety protocols, deadlines, and procedures.
- Have access to a computer or device for managing the fall product program.
- Stay current on all GSHPA Fall Product Program communications by reading and reviewing all emails and text messages.
- Coordinate with troop leadership to train Girl Scouts and families on program details including important dates, products, proceeds, rewards, and how to use the M2 online system.
- Provide ongoing communication and support to Girl Scouts and families throughout the program.

#### Program Coordination

- Collaborate with troop leadership and Girl Scouts to set troop and individual goals for the fall product program.
- Distribute program materials to Girl Scouts and families.
- Ensure all product orders and reward selections are entered in M2 by established deadlines.
- Pick up any physical product orders from the Fall Product Service Unit Manager and distribute them to Girl Scouts and families.
- Pick up recognitions from the Fall Product Service Unit Manager and report any missing or damaged items within one week of receipt.
- Sort and distribute rewards to Girl Scouts within one week of receipt.

#### Sales Monitoring and Reporting

- Monitor troop sales and reward selections in the M2 to ensure accuracy.
- Support girls and caregivers in navigating the M2 online system and managing online storefronts.

#### Financial Accountability

- Provide and collect receipts any time product or money is exchanged.
- Oversee the secure collection and handling of payments from caregivers.
- Work with troop leadership to ensure funds are available in the troop bank account for ACH withdrawals by council deadlines.
- Submit a Parent Debt Form if needed, by the designated deadline.
- Assist in reconciling all financial records at the end of the program with troop leadership.

#### Core Competencies

- Girl Focus: Empower girls to lead activities, learn by doing, and cooperate with others while having fun.
- Personal Integrity: Demonstrate dependability, honesty, and credibility.
- Adaptability: Remain flexible and responsive to changing situations and environments.
- Communication: Express ideas and facts clearly, accurately, and respectfully.
- Fostering Diversity: Understand, respect, and embrace individual and cultural differences.