



Troop FPSP Manager Position Description

- Position:** Troop Fall Product Sales Program Manager
- Mission Statement:** Girl Scouting builds girls of courage, confidence and character, who make the world a better place.
- Purpose:** To serve as coordinator for the Troop Fall Product Sales Program
- Responsible To:** Service Unit Fall Product Sales Program Manager in consultation with the Product Sales Department
- Term of Appointment:** One year
- Requirements:**
 - Membership in GSUSA
 - Complete educational sessions as required for the position
 - Complete volunteer application or renewal application annually
 - Successfully complete the online background check
 - Knowledge of Fall Product Sales Program
 - Good organizational, communication and math skills
 - Ability and willingness to educate parents/guardians and girls
 - Ability to maintain accurate records
 - Ability or skills that will further enhance the delivery of the Girl Scout Program
 - Interact with all people in a positive manner
 - Access, ability and willingness to use internet, email and new technologies

Principle Duties:

- Attend Service Unit Fall Product Sales Program educational sessions and meetings as scheduled to become knowledgeable in program procedures
- Educate parents/guardians and girls; encourage all eligible girls to participate in the Fall Product Sales Program. Distribute program materials and permission forms. Promote incentives to girls
- Collect permission forms, order packets and payments from girls and compile Fall Product Sales Troop Product Order. Turn Troop proceeds over to Troop volunteer or Treasurer. Submit Fall Product Sales Troop Product orders with payment by stated deadline to Service Unit. Forward permission forms to vounteer to be retained through the end of the Girl Scout Program year
- Make arrangements for pick-up of nut/candy order and the distribution of nut/candy to parents/guardians
- Report regularly to the Service Unit Fall Product Sales Program Manager on program progress and problems encountered; participate in customer service efforts and problem solving
- Receive and distribute incentives to girls in a timely manner
- Contribute toward the effectiveness of GSCB Affirmative Action/Equal Employment Opportunity guidelines by ensuring that all activities reach out to all racial/ethnic/diverse groups and provide equal access. Acquire working knowledge and understanding of affirmative action and exhibit a non-discriminatory attitude in all internal and external working relationships
- Provide support for GSCB Fund Development, United Ways/Fund and Family Partnership

As Fall Product Sale Manager for Troop # _____, I acknowledge and agree to accept the responsibilities of this position and understand that I will be held accountable and financially responsible for all products and money for this Troop during the 2011 Fall Product Sale. I further understand that all Product Sale money collected belongs to the Girl Scout Troop and to the Girl Scouts of the Chesapeake Bay. In the event that these funds are not paid, I agree to reimburse the Troop or GSCB for all Product Sale debt and reasonable cost of collection.

I have read and understand the responsibilities as stated in this job description and agree to perform them to the best of my ability.

Signature: _____

Date: _____

