

POSITION DESCRIPTION: SERVICE UNIT MAGNUT MANAGER

You Can Do It!

You are passionate about the success of MagNut Fall Product Sale Program. As part of the service unit team, you offer encouraging support to troop volunteers throughout the program. You also empower volunteers to guide girls through a successful program, that will help girls learn about the 5 business skills, be resourceful, and develop their own entrepreneurial abilities.

Your Commitment

Upon successfully completing a one-year appointment, you will have the option to renew your role upon mutual agreement between yourself and council staff.

Your Support System

You'll be supported by a combination of staff and volunteers, including service unit team members, the product sales team, and customer care.

Success Looks Like

- ⇒ Being an active member of the service unit team, assisting with establishing and implementing service unit goals with the support of the service unit manager, other team members, and volunteer support specialist
- ⇒ Being a positive role model when representing Girl Scouts in the community or with other members
- ⇒ Creating a welcoming and inclusive atmosphere by encouraging and supporting all Girl Scout members
- ⇒ Encouraging troops to participate in the MagNut Fall Product Sales Program by promoting the available program materials and how girls benefit from the experience
- ⇒ Conducting training for troop MagNut volunteers in the service unit and ensuring troops are given materials in a timely manner
- ⇒ Ensuring all troop MagNut managers and troop leaders understand how communication is shared between council, the service unit, and troops
- ⇒ Serving as a link to connect troops with council staff for assistance with MagNut program needs
- ⇒ Providing timely support and guidance to troop MagNut managers in ordering product and girl rewards on the current online system and verifying in the system that troops have paid their balance to council. Contact troops if payments have not made
- ⇒ Ensuring all Girl Scout troops receive girl rewards in a timely manner and provide guidance on how to correct any issues related to rewards
- ⇒ Organizing the delivery and distribution of product by securing a delivery station and coordinating with troops the pick up of product in a timely manner
- ⇒ Providing assistance to the product sales team when working to collect outstanding balances from troops
- ⇒ Maintaining records such as signed troop MagNut manager agreements and receipts for product during the current program season
- ⇒ Signing the service unit MagNut manager agreement and submitting it to council in a timely manner

The Essentials

- ⇒ Be a registered adult member of Girl Scouts
- ⇒ Be an approved volunteer in good standing with GSWPA
- ⇒ Support the Girl Scout mission, Promise, and Law
- ⇒ Support GSUSA's and council's policies, procedures, and guidelines
- ⇒ Strong understanding of the National Program Portfolio and the Girl Scout Leadership Experience
- ⇒ Strong understanding of the 5 business skills girls gain from the product sale programs
- ⇒ Complete annual training for the position as assigned
- ⇒ Strong communication skills and the ability express ideas and facts clearly and accurately
- ⇒ Be proficient and responsive in using email and other relevant technology
- ⇒ Be proficient in using the current MagNut Fall Product Program online system

