

POSITION DESCRIPTION: TROOP MAGNUT MANAGER

You Can Do It!

You are passionate about the success of the MagNut Fall Product Sales Program. You help the girls in the troop be go-getters and develop their own entrepreneurial abilities. You also provide invaluable support to the troop leaders by managing the MagNut Fall Product Sales Program sales through the online system.

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 troop leaders, the service unit MagNut manager, the product sales team, volunteer support specialists, and the customer care team.

Success Looks Like

- ⇒ Being an active member of the troop committee volunteer team who will assist the Girl Scout troop leader(s) in guiding the girls in their Girl Scout experience and setting expectations of the troop year
- ⇒ 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 troop members
- ⇒ Encouraging troop members to participate in the MagNut Fall Product Sales Program by distributing program materials and promoting how girls benefit from the experience
- ⇒ Attending the service unit training for troop MagNut managers
- ⇒ Conducting training for troop members and ensuring troops members receive MagNut Fall Product Sales Program materials in a timely manner
- ⇒ Understanding how communication about the MagNut Fall Product Sales Program is shared between council, the service unit team, and troops
- ⇒ Providing timely support and guidance to troop members in regards to basic questions about the MagNut Fall Product Sales Program, especially due dates and connecting troop members to the service unit or council when necessary
- ⇒ Ensuring all of the troop's information is submitted into the current online system by the set deadlines in regards to orders and girl rewards and that the girls receive their rewards in a timely manner
- ⇒ Working with the service unit MagNut managers to ensure that the troop picks up product in a timely manner on the service unit's product delivery day
- ⇒ Maintaining records such as signed receipts any time product/monies are exchanged from one party to another in the troop setting
- ⇒ Signing the troop MagNut manager agreement and submitting it to the service unit MagNut manager 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 as assigned for the position
- ⇒ 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

