

# GSWPA Service Unit MagNut Manager (SUMM) Volunteer Position Description & Agreement

Service Unit # \_\_\_\_\_

Service Unit Name \_\_\_\_\_

Reports to: Council Product Sales Team

## Core Competencies:

1. Girl Focus: Helps girls to achieve desired outcomes via Discover, Connect and Take Action
2. Adaptability: Adjusts and modifies own behavior and remains flexible and tolerant in response to changing situations and environments
3. Fostering Diversity: Understands and embraces differences
4. Oral Communication: Expresses ideas clearly and concisely
5. Personal Integrity: Demonstrates honesty, credibility and dependability

APPOINTMENT: One (1) year following notification or completion of annual appraisal process

TRAINING: Completes training as required for the position, as per council policies and procedures

QUALIFICATIONS: The ability to work with people, strong organizational skills, access to the Internet, and be a registered, approved volunteer of Girl Scouts Western Pennsylvania (GSWPA).

## RESPONSIBILITIES:

- Provides good customer service to troop members and encourages participation in the fall product program
- Confirms that girls and adults who participate are registered members of GSWPA
- Schedules and conducts training for the service unit, encourages use of program materials, and communicates the benefits to girls
- Verify that all troop MagNut managers have submitted the Bank Information and ACH Authorization Form, required for participation in the MagNut Program, to GSWPA.
- Ensures that troop MagNut online submissions of nut/candy orders and recognition orders are complete
- Secures the product delivery station and coordinates distribution of the product to the troops
- Guides Troop MagNut Managers in collecting and depositing all MagNut money
- Schedules and makes arrangements for troops to receive recognitions
- Follows GSWPA procedures for deadlines, reports and collection of any outstanding money

## VOLUNTEER AGREEMENT

### The Council agrees to:

- Provide the volunteer with a copy of the volunteer policies
- Provide a position description
- Provide a volunteer agreement and/or a letter of appointment
- Provide orientation to the position, the council and the organization
- Offer relevant training for the position
- Give recognition for time and energy devoted to the position
- Implement ongoing affirmative action for volunteers
- Carry liability insurance and supplementary accident insurance as part of the national and/or council membership
- Provide ongoing support, guidance and performance appraisal

### The Volunteer agrees to:

- Meet volunteer requirements and register as an adult member of Girl Scouts
- Devote sufficient time and energy to fulfill outlined position requirements and checklist tasks
- Support the purpose and values of the Girl Scout Movement
- Comply with council and GSUSA policies and standards
- Be supportive of the council and its activities and goals
- Meet with appropriate groups on a regular basis for ongoing support and evaluation
- Affirm that the Girl Scout Movement actively seeks members of every racial, ethnic, religious and socioeconomic group
- Recognize that the Girl Scout Movement is a voluntary service and not expect or solicit monetary compensation
- Complete position-related training
- Be financially responsible for products received

SUMM's Signature \_\_\_\_\_ Print SUMM's Name \_\_\_\_\_ Date \_\_\_\_\_

SUMM's Address: \_\_\_\_\_

SUMM's Email: \_\_\_\_\_ SUMM's Phone: \_\_\_\_\_

Email to [magnut@gswpa.org](mailto:magnut@gswpa.org) or mail to: GSWPA, Attn: Yvonne Colleran, 503 Martindale St., Suite 500, Pittsburgh, PA 15212