

GSWPA Troop MagNut Manager Volunteer Position Description & Agreement

Service Unit # _____

Service Unit Name: _____

Troop # _____

Reports to: Service Unit MagNut Manager and/or Troop Leader

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 who participate are registered members of GSWPA
- Schedules and conducts training for girls and parents, encourages use of program materials, and communicates the benefits to girls
- Submits the Bank Information and ACH Authorization form to GSWPA required for participation in the MagNut Program.
- Ensures that troop MagNut online submissions of nut/candy orders and recognition orders are complete
- Enters any missing girl in-person nut/candy orders in M2 site
- Coordinates distribution of the product to the girls
- Collects and deposits payments weekly and keeps accurate records of all girls' sales, payments and recognitions earned
- Schedules and makes arrangements for girls to receive recognitions
- Follows GSWPA procedures for deadlines, reports and collection of any outstanding money
- Financially responsible for the MagNut nuts & candy received and money collected
- All money collected from the MagNut Program must be deposited into the Troop Bank account, including the payment due to GSWPA and the troop's proceeds.

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 and money collected
- Understand that in the event that the payment is not made, they are liable for the amount in addition to all costs, interest, legal and/or collection fees expended by GSWPA in the collection of this debt.

If the financial obligation is not fulfilled, the volunteer will be ineligible to be appointed as a volunteer or participate in any volunteer/program/camp position or activity until the debt is paid in full.

TMM's Signature _____ Print TMM's Name _____ Date _____

TMM's Address: _____

TMM's Email: _____ TMM's Phone: _____

SUBMIT THIS AGREEMENT TO YOUR SERVICE UNIT MAGNUT MANAGER.