

**Girl Scouts of the Rio Grande
POSITION DESCRIPTION
TROOP NUT/CALENDAR COORDINATOR**

QUALIFICATIONS:

- Current registration in the national Girl Scout organization
- Adult volunteer paperwork must be on file, current and complete.
- Computer literacy necessary to enter product orders onto the appropriate website with accuracy and in a timely manner.
- Time management skills essential to be able to meet deadlines.

POSITION DESCRIPTION:

- Attend Service Unit training for Nut/ Calendar Product Program.
- Provide troop members with instruction and training prior to Nut/Calendar program start date.
- Communicate with parents and leaders regarding dates for ordering, distribution of product and receipt of funds.
- Receive product orders from **REGISTERED** Girl Scouts, verify totals, enter orders on website, and prepare troop order.
- Submit final troop order forms to the Service Unit Product Manager by deadline dates.
- Pick up and distribute product and recognitions to the troop(s) appropriately. Make sure that products and recognitions are signed for and receipts are kept for accountability. ***Do not distribute recognitions to Girls with delinquent balances.***
- As money is turned in, insure that money is counted and receipts are given. Do not accept money without counting it in front of the person giving you the money.
- Follow council banking instructions. Make separate deposits for council and troop portions. This may require frequent deposits. Deposit slips **must** have your troop number on them.
- Keep accurate records and copies of both troop and council deposit slips. These must be turned in with the final paperwork. (If final paperwork is not turned in by the deadline, your troop will be considered delinquent.)
- Submit all final reports to the Service Unit Product Manager.
- Submit Product Program Evaluation to the Service Unit Product Manager with final reports.
- Recognitions will be received from the Service Unit Product Manager and distributed appropriately.

DETACH AND TURN IN

Having read the above Position Description I, _____ understand and assume full responsibility for meeting all deadlines, completing duties assigned to the position, and for product, money, and recognitions while in my possession.

TROOP # _____ IN THE _____ SERVICE UNIT

TROOP Fall PRODUCT COORDINATOR 2008

SIGNATURE _____ DATE _____

NAME (Please Print) _____

ADDRESS _____ CITY/STATE/ZIP _____

E-MAIL ADDRESS _____

TELEPHONE (Home) _____ WORK _____