

Troop Product Program Coordinator Volunteer Job Description

Description

The Troop Product Program Coordinator (TPPC) provides support, guidance and training to girls/caregivers within the troop. The nature of this position is to provide direct service to girls.

Term

The duration of assigned product program; normally 5 months.

Support Team

Service Unit Product Program Coordinator (SUPPC), Service Unit Volunteer Support Team and Council Customer Care.

Qualifications

- Be a registered adult member of Girl Scouts and have a Volunteer Application/Criminal Background Check on file at the Council.
- Must be in good standing with Girl Scouts of Colonial Coast.
- Accept and adhere to the purpose and principles of the Girl Scout movement and the goals of GSUSA and the Colonial Coast Council.
- Has a clear understanding of the responsibilities of the Troop Product Program Coordinator position.
- Express enthusiasm and a positive attitude in working with girls/caregivers.
- Own a personal device with internet access, and comfortable with technology, including Microsoft Excel.
- Has the commitment and the time needed to perform this position.
- Has ability and willingness to make decisions, to keep accurate records, and account for all products and monies received by caregivers.
- Possesses financial integrity and the ability to keep accurate records.
- Is guided in all actions by the Girl Scout Mission, Promise and Law.
- Recognizes the value of diversity within the community and encourages mutual respect and understanding.
- Committed to representing Girl Scouts of Colonial Coast in the community in a positive way.
- Informed about and complies with the most current policies, procedures and guidelines of Girl Scouts of the Colonial Coast and Girl Scouts of the USA (GSUSA), including Volunteer Essentials and Safety Activity Checkpoints.

Responsibilities

- Completion of TPPC training.
- Works with troop leadership to schedule training and ensures that every girl/caregiver receives instruction on all aspects of the product program and safety standards.
- Be readily accessible to girls/caregivers, responding to inquiries within 24 hours.
- Strictly adheres to program dates and meets deadlines.
- Collects Caregiver Permission & Financial Responsibility form from participating girls/caregivers and keeps the troop copy in safe place.

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Responsibilities Continued

- Provides a copy of the Caregiver Permission & Financial Responsibility form to the SUPPC.
- Participates in troop booth selection, and organizes booth sign-up for the families.
- Writes receipts for all product and monies received/distributed.
- Updates girl orders, payments, inventory transfers and deposits into the appropriate online tracking systems.
- Visits council cupboards as needed for additional product to fulfill girl orders and/or booth sales.
- Facilitates product transfers between troops, if necessary, to ensure the troop is not left with extra product.
- Collects payments weekly from caregivers.
- Deposits monies to the troop and/or council banks weekly.
- Completes product and reward distribution, reporting discrepancies/damages to the SUPPC within 24 hours.
- Prepares final troop paperwork to be delivered to the SUPPC.
- Notifies the SUPPCs, if necessary, with collection issues by ensuring they have all pertinent paperwork and have made sufficient attempts to collect.
- Helps ensure that the product programs are a positive experience for all.