



Troop Nuts About Reading Manager Volunteer Position Description and Agreement

Service Unit Number: _____ Troop Number: _____

Responsible to: Service Unit Nuts About Reading Program Manager (SUNAR)

Appointed: For one year with reappointment (August 1 – July 30) renewable pending reapplication

Summary of Position: Organize and facilitate the Nuts About Reading Program for the Troop.

Provide training and support for the duration of the program, and work with the Troop Treasurer/Leader regarding troop finances

Qualifications:

- Complete the volunteer application including background clearance process
- Register as a member of Girl Scouts of the USA and accept the Girl Scout Promise and Law
- Attend required Nuts About Reading Program Training
- Willing and able to work with all people without regard to race, color, ethnicity, sex, creed, national origin, ability or socioeconomic status
- Ability to conduct troop activities of the Nuts About Reading Program from August through December
- Ability to work with numbers and keep detailed records
- Computer Skills: access to e-mail and the internet
- Ability to communicate and motivate adults from diverse backgrounds, and support and train others to carry out the program
- Ability to coordinate volunteer efforts and problem solve in a positive manner
- No outstanding debt with Girl Scout of Eastern Pennsylvania

Responsibilities:

1. Accept and adhere to Girl Scouts of Eastern Pennsylvania and Girl Scouts of the USA policies, standards and procedures found on our website at www.gsep.org/volunteers
2. Adhere to *Safety Activity Checkpoints* found at www.gsep.org to provide a safe experience
3. Attend required training for Troop Nuts About Reading Program Managers
4. Attend Service Unit meetings during the Nuts About Reading Program, and work closely with the SUNAR to ensure a positive, debt-free sale
5. Provide training and mentoring to parents/guardians of troop members
6. Provide complete information in the online ordering system (Nut-E) provided by Ashdon Farms
7. Meet all deadlines established for the annual Nuts About Reading Program
8. Collect and review final information from parent/guardians and submit to SUNAR by established deadline
9. Distribute nuts/candy and girl recognition items in a timely manner
10. Identify potential problem areas during the course of the Nuts About Reading Program and communicate regularly with the Troop Leader and SUNAR.
11. As TNAR, you are financially responsible for all product your troop orders. Be sure to report Parent Debt to GSEP by given deadlines

I agree to perform the above responsibilities to the best of my ability.

Volunteer Name: _____ Troop Number: _____

Phone Number: _____ Email Address: _____

Volunteer Signature: _____ Date: _____

SUNAR Signature: _____ Date: _____