

Responsible to: Service Unit Manager (SUM)

Appointed: For one year with reappointment (June 30) pending re-application

Summary of Position:

Organize and facilitate the Nuts About Reading Program in the service unit. Trains and supports Troop Nuts About Reading Program Managers and serves as liaison between the Product Program Team and troops.

Qualifications:

- Complete the volunteer background clearance process including an application and four references before assuming a volunteer position and responsibilities as per Girl Scouts of Eastern Pennsylvania Volunteer Policies;
- Register as a member of Girl Scouts of the USA and accept the Girl Scout Promise and Law;
- Attend training related to the position of Service Unit Nuts About Reading Program Manager;
- 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 service unit activities of the Nuts About Reading Program from August–December;
- Ability to work with numbers and keep detailed records;
- Skilled in using computer applications, navigating the web, and sending and receiving email;
- Ability to communicate and motivate adults from diverse backgrounds;
- Ability to support and train others to carry out the program;
- Ability to coordinate volunteer efforts and problem solve in a positive manner; and
- No outstanding accounts 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;
2. Adhere to *Safety-Wise* Standards and Guidelines to provide a safe experience for girls;
3. Ensure that all Service Unit Nuts About Reading Program Managers have completed the required volunteer background process;
4. Attend service unit meetings during the Nuts About Reading Program, and work closely with the Service Unit Team and Membership Manager to ensure a positive, debt-free sale for all troops in the service unit;
5. Coordinate with the Service Unit Team the recruitment of the Troop Nuts About Reading Program Managers.
6. Provide training and mentoring to Troop Nuts About Reading Program Managers.
7. Provide assistance to Troop Nuts About Reading Program Managers to assure proper completion of information is keyed into the online reporting system (NutE) provide through Ashdon Farms (gsorders.ashdonfarms.com) and regular deposits are made and recorded.
8. Meet all deadlines established for the annual Nuts About Reading Program;
9. Verify and input all necessary information for the Nuts About Reading Program reporting system (NutE) provided by Ashdon Farms (gsorders.ashonfarms.com);
10. Collect and review final reports from Troop Nuts About Reading Program Managers and submit final Service Unit report by established deadline;
11. Receive nuts/candy and girl recognition items, sort by troop, and distribute to troops in a timely manner;
12. Identify potential problem areas during the course of the Nuts About Reading Program and communicate regularly with the Service Unit Team, Membership Manger and Director of Product Program and
13. Provide information and assistance to troops and the Director of Product Program regarding troop debt.

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

Volunteer Name: _____ SU Number: _____

Phone Number: _____ Email Address: _____

Volunteer Signature _____ Date _____
(Retain copy)