

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

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

**Summary of Position:**

Provide the troop with training and support during the duration of the Nuts About Reading Program. The Troop Nuts About Reading Manager is responsible for the finances during the Nuts About Reading Program and stays in constant communication with the Troop Treasurer/Leader.

**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.
- Willing to complete training and updates related to the position.
- Willing and able to work with all people without regard to race, color, ethnicity, sex, creed, national origin, ability or socioeconomic status.
- Skilled in using computer applications, navigating the web, and sending and receiving emails
- Ability to maintain accurate records and handle large amounts of money
- Strong organizational and communication skills
- Ability to meet deadlines
- No outstanding accounts with Girl Scouts 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. Attend **REQUIRED** Service Unit training for Troop Nuts About Reading Program Managers
4. Work with girls and other adult volunteers to facilitate a meeting and activities that are age appropriate and provide a meaningful experience on Nuts About Reading Program.
5. Work with Troop Leader and girls to set troop goals and individual goals
6. Train girls and families within the troop
7. Ensure a successful sale by communicating regularly with girls, parents, Troop Leader, and Service Unit Nuts About Reading Program Manager.
8. Input all necessary information for the Nuts About Reading Program into the online reporting system provided through Ashdon Farms ([www.ashdonfarmsnute.com](http://www.ashdonfarmsnute.com)) and submit any magazine forms, T-2 Troop orders, and endorsed deposit slips to the SUNARPM by the service unit deadline.
9. Collect money from girls and make **regular** deposits
10. Turn over troop profits and recognitions to Troop Leader
11. Report any problems to SUNAR or Director of Product Program

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

Volunteer Name: \_\_\_\_\_ Troop Number: \_\_\_\_\_ SU Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Retain copy)

(SUNAR) Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Retain original)