girl scouts
of eastern missouri

Troop Treats & Reads Manager Role Description

Purpose: To promote and coordinate the annual Treats & Reads Program in a Girl Scout troop

Accountability: Appointed by the Troop Leader; accountable to Neighborhood Treats & Reads Manager

Department: Product Programs

Term: One year, renewable at the discretion of the Troop Leader

Responsibilities:
- Complete required Council Troop Treats & Reads Manager training each year while in this position
- Pick up Treats & Reads troop supplies according to Neighborhood Treats & Reads Manager plans
- Adhere to the established guidelines and deadlines regarding submission of orders, paperwork, product delivery, rewards and payment as established in the current program year
- Promote the Treats & Reads program within troop leaders, girls and parents/caregivers
- Become familiar with and use Treats & Reads Program technology and promote technology to girls/families
- Launches Parent/Guardian email blast in M2 system to troop families at start of season
- Maintain responsibility for all products and payments during the Treats & Reads program, completing receipts for every product and financial transaction
- Collect money for product ordered from girls/families and make regular deposits in troop bank account
- Complete a Troop Late Payment Report by deadline for all adults that have an unpaid balance; is responsible for any unpaid balance for those adults if a report is not submitted
- Provide support to girls and families, responding to communication in a timely manner
- Distribute Treats & Reads rewards to girls in a timely manner

Qualifications:
- Meet GSUSA adult membership requirements, including current membership and current approved background check
- No current "No Funds Handling" restriction and in good financial standing with Girl Scouts of Eastern Missouri
- Complete the appropriate training for the position
- Commit to speak and act in a manner consistent with the Girl Scout Mission, Promise and Law
- Knowledge of the Girl Scout program, Safety Activity Checkpoints, Volunteer Essentials and an understanding of the general philosophy of Girl Scout money-earning

- Access to a computer and the Internet and can use technology to communicate, process information and maintain records

Training Required:
- Troop Treats & Reads Training (annual)
- CloverGo onboarding (one time; optional)