



GIRL SCOUTS OF CONNECTICUT, INC.
340 Washington Street * Hartford, CT 06106
860-522-0163 or 1-800-922-2770 (CT Only)
Fax: 860-548-0325 www.gsofct.org

VOLUNTEER POSITION DESCRIPTION

S E R V I C E U N I T Q S P M A N A G E R

Appointed by and Accountable to:

Service Unit Manager
Council Product Sales Manager
One Year

Term:

Purpose:

- Manages the QSP Program for a specific Service Unit

Qualifications:

- Is an active registered member of the Girl Scouts of the United States of America (GSUSA)
- Accepts the principles of the Girl Scout Promise and Law
- Is aware and accepting of religious, educational, racial, ethnic, and socioeconomic groups within the community
- Is committed to organizational diversity
- Is knowledgeable of GSUSA Policies and Standards and Girl Scouts of Connecticut, Inc. (GSOFCCT) Policies and Procedures regarding fiscal management
- Is knowledgeable of the Girl Scout Program, its aims, and intents
- Completes the volunteer application process to include an approved background check and signed volunteer agreement
- Has strong verbal and written communication skills
- Is skilled in financial accounting, time management, and organization
- Is able to work well with adults

Duties and Responsibilities:

- Attends GSOFCCT QSP Manager training
- Secures names of all Troop/Group QSP Managers
- Ensures that all Troop/Group QSP Managers are registered members and have completed the volunteer application process to include an approved background check and signed volunteer agreement
- Coordinates and promotes the QSP Activity Program within her or his Service Unit
- Receives program materials and distributes to Troop/Group QSP Managers in a timely manner
- Trains all Troop/Group QSP Managers in the use of forms, procedures, and guidelines as well as the use of the eBudde system to manage their sales
- Regularly contacts Troop/Group QSP Managers and provides assistance as needed
- Receives final Troop/Group paperwork and double checks for accuracy
- Uses nut-E to manage the Service Unit sale
- Receives shipment of incentives, insures accuracy of count, and distributes to Troop/Group QSP Managers when all payments and paperwork have been received
- Ensures that QSP order is picked-up and promptly distributed to girls
- Meets all deadlines and communicates any concerns to Council Product Sales Manager
- Provides assistance to individually registered girls
- Attends the evaluation dinner
- Participates in performance evaluation with Service Unit Manager