

Service Unit Cookie Manager

- General Description:** To oversee and implement the timelines and mechanics of GSSC-MM Cookie Program. Support girls and parents in the girls' development of entrepreneurial and financial literacy skills.
- Term of Appointment:** One year: may be reappointed based on performance. Appointed by Service Unit Manager and Volunteer Development Staff
- Accountable to:** Service Unit Volunteers and Volunteer Training and Product Specialist staff

Responsibilities:

- Ensure troops are registered on time to participate in Fall Product and Cookie Programs. Support re-registration campaigns.
- Sign and submit your volunteer position agreement.
- Attend Cookie Program Manager training
- Attend training on brand to become a G.I.R.L. Champion within 90 days of appointment.
- Attend Volunteer Kickoff Meeting in August
- Attend Service Unit meetings to promote the Cookie Program
- Ensure all troop cookie managers are registered for Cookie Program Training
- Attend Troop Cookie Manager training in your area
- Distribute packets to troop cookie managers
- Provide regular communication with troop cookie managers throughout program to ensure members are aware of timeline and best practices
- Ensure all orders have been inputted into online ordering system correctly
- Distribute recognitions to troops
- Analyze reports as needed
- Collaborate with the SU Financial Manager to create programs centered around the financial literacy and entrepreneurship skills that should be developed during product sales
- Understand and embrace council policies regarding all aspects of the cookie program and enforce rules as necessary with a focus on educating members

Qualifications:

- Must be a current registered adult member of Girl Scout of the USA, which signifies acceptance of the principles and beliefs of Girl Scouting and support of national and local Girl Scout policies.
- Background check results must meet council standards.
- No outstanding Council debts or related policy issue.
- Good organization and computer skills
- Must have access to a computer
- Practice welcoming and inclusive behavior toward people of all ages, races, religions, cultures, abilities, sex, creed, national origin, or socioeconomic status.
- Committed to speak and act in a manner consistent with the Girl Scout Mission, Promise, and Law.
- Demonstrate excellent group and interpersonal communication skills.

I have read and understand the responsibilities and requirements of this position and agree to perform the essential functions of the volunteer role satisfactorily.

Service Unit Cookie Manger Signature

Date