

- Position:** Troop Cookie Manager for Troop \_\_\_\_\_
- General Description:** To coordinate the troop's participation in the Girl Scout Cookie Program. Ensures it is carried out properly and in a timely manner according to Council procedures. Encourage participation of all currently registered girls to incorporate the cookie program as a meaningful part of the Girl Scout leadership development program.
- Appointed By:** Troop Leader
- Term of Appointment:** Seven months: may be reappointed based on performance. This position requires up to 10 - 15 number of hours per week.
- Benefits to Volunteer:** Utilizes financial and organizational skills that benefit the troop and girls.
- Support:** The Troop Cookie Manager receives support, guidance, and encouragement from this Troop Leader and Service Unit Cookie Managers. She or he has access to relevant learning opportunities and materials that prepare for and support this role.

**Responsibilities:**

- Complete required training.
- Work in a partnership with the Service Unit Cookie Manager, the Troop Leader and parents to ensure that product sales and educational goals are aligned to the GSLE and are being met.
- Coordinate and support all logistics of the product sale.
- Track and report on product sales in all the assigned jurisdictions. Complete and submit all paperwork by stated deadlines.
- Provide guidance and information to all direct-service volunteers participating in product sale on an ongoing basis through a variety of tools, including e-mail, phone calls, newsletters, and blogs.
- Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- Remain informed about and comply with the most current policies, procedures, and guidelines of Girl Scouts of South Carolina Mountains to Midlands, Inc. and Girl Scouts of the USA (GSUSA).
- Sign a Troop Cookie Manager Volunteer Agreement

**Qualifications and Core Competencies:**

- **Girl focus:** Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun.
- **Personal integrity:** Demonstrate dependability, honesty, and credibility.
- **Adaptability:** Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments.
- **Oral communication:** Express ideas and facts clearly and accurately.
- **Foster diversity:** Understand, respect, and embrace differences.
- **Computer skills:** Access to e-mail and the Internet.
- **Additional requirements:**
  - Proven product sales skills and experience
  - Heavy phone use and may need use of an answering machine or voice mail.
  - Must become a registered member of GSUSA
  - Complete required coursework as assigned and provided by Girl Scouts of South Carolina Mountains to Midlands, Inc. and GSUSA

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