



## SU Cookie Program Manager Position Description

- Position:** Service Unit Cookie Program Manager
- Mission Statement:** Girl Scouting builds girls of courage, confidence and character, who make the world a better place.
- Purpose:** To serve as overall coordinator of the Service Unit Cookie Program
- Responsible To:** Service Unit Manager in consultation with the Product Sales Department
- Term of Appointment:** One year. Major work during the months of November through May
- Requirements:**
- Membership in GSUSA
  - Knowledge of Cookie Program
  - Complete educational sessions as required for the position
  - Complete volunteer application or renewal application annually
  - Successfully complete the online background check
  - Good organizational, communication and math skills
  - Enthusiasm for the Cookie Program
  - Ability to maintain a working relationship with volunteers
  - Ability and willingness to educate Troop Leaders and Troop Cookie Program Managers
  - Ability to maintain accurate records
  - Ability or skills that will further enhance the delivery of the Girl Scout Program
  - Interact with all people in a positive manner
  - Access, ability and willingness to use the internet, email and new technologies

### Principle Duties:

- Attend Cookie meetings as scheduled; assist in developing Service Unit program goals. Be knowledgeable in program procedures
- Educate Troop Leaders and Cookie Program Managers; encourage all Troops to participate in program. Distribute program materials according to schedule
- Coordinate with the Service Unit Booth Sale Coordinator to insure a maximum number of booth locations are organized and conducted in Service Unit
- Coordinate the distribution of Cupboard Cookies with Service Unit Cupboard Coordinator to maximize sales and minimize final inventories
- Assist Troops with alternative ways to participate in the Cookie Program, i.e. booth sales, direct sales in identified neighborhoods, etc
- Assist in identifying and incorporating all six Girl Scout Pathways in your Service Unit Cookie Program
- Report regularly to the Product Sales Department on program progress and problems encountered; participate in customer service efforts and problem solving
- **Monitor deposits** from Troops and ensure payments are deposited to GSCB accounts as soon as possible, **but at least weekly**
- Receive, reconcile and summarize Troop paperwork; submit all forms, summaries and appropriate reports to the Product Sales Department by stated deadlines
- Receive and distribute the Service Unit's incentives to Troops upon receipt
- Assist Troop Cookie Program Managers in collecting past due funds according to stated guidelines, procedures and deadlines; monitor and assist GSCB with identified uncollectible accounts
- Complete Cookie Program evaluation form and submit to the Product Sales Department; attend Cookie Program evaluation meeting; participate in the development and planning process for future direction of GSCB
- Contribute toward the effectiveness of GSCB Affirmative Action/Equal Employment Opportunity guidelines by ensuring that all activities reach out to all racial/ethnic/diverse groups and provide equal access. Acquire working knowledge and understanding of affirmative action and exhibit a non-discriminatory attitude in all internal and external working relationships
- Provide support for GSCB Fund Development, United Ways/Fund and Family Partnership

I have read and understand the responsibilities as stated in this job description and agree to perform them to the best of my ability.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

