



SU Cookie Cupboard Coordinator Position Description

- Position:** Service Unit Cookie Cupboard Coordinator
- Mission Statement:** Girl Scouting builds girls of courage, confidence and character, who make the world a better place.
- Purpose:** To serve as supplier of additional cookies for Troops in the Service Unit
- Responsible To:** Cookie Program Service Unit Manager in consultation with the Product Sales Department
- Term of Appointment:** One year. Major work is during the months of February and March
- 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 and communication skills
 - Ability for flexible hours for Troop pick-ups
 - Ability to maintain accurate inventory 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 educational sessions as required for the position and meetings as scheduled. Be knowledgeable in Cookie Program procedures
- Assist Service Unit Cookie Program Manager in educating Troop Cookie Program Managers and volunteers
- Order, receive and insure adequate numbers and varieties of cookies for Troop Cupboard Transactions
- Coordinate with Service Unit Booth Sale Coordinator and Troops to make sure Booth Sale Cookies are available to Troops when needed and ensure good customer service for Troops and other Service Units
- Distribute Cookies to Troops from Cupboard, obtaining requisite signatures
- Assist in monitoring deposits from Troops by collecting deposit tickets during visits to cupboard; submit or report to Service Unit Cookie Program Manager on weekly basis and to the Product Sales Department by stated deadlines, including weekly batches of transaction forms
- Complete and submit appropriate paperwork and reports to Service Unit Cookie Program Manager and Product Sales Department by stated deadlines, including weekly batches of transaction forms and copies of deposit slips
- Interface with other Service Unit Cookie Cupboard Coordinators and Service Unit Cookie Program Managers to distribute surplus varieties in order to maximize sales and minimize final inventories
- Report inventory status to Product Sales Department once a week during the cupboard period of the Cookie Program
- **Return Cookie cases to GSCB cupboard according to scheduled closing date**
- Attend Cookie Program evaluation meeting
- 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: _____

