

## SERVICE UNIT COOKIE MANAGER POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Service Unit Cookie Manager
<b>RESPONSIBLE TO:</b>	Appointed by and responsible to the Service Unit Director
<b>TERM OF POSITION:</b>	Based on agreement
<b>PURPOSE:</b>	Coordinate and supervise the annual cookie sale at the service unit level

### ACCOUNTABILITIES:

1. Attend council service unit cookie managers' training.
  - Complete Service Unit Cookie Manager Agreement form and submit to the Cookie Program Specialist by required deadline.
  - Supervise cookie program and delivery in the service unit area.
2. Training of Troop Cookie Managers (TCM):
  - Work with Service Unit Registrar to ensure that all troops and girls participating in the sale are currently registered.
  - Obtain completed TCM Agreement forms from each TCM.
  - Instruct TCMs in the service unit on the goals of the program, use of money earned, correct completion of forms, timelines, booth sale requirements and guidelines, and money collection/banking procedures.
  - Compile and distribute all program and sales materials to TCMs.
3. Paperwork: Review and/or key troop orders into web-based program.
  - Process troop orders and follow procedures as directed by council within designated deadlines.
  - Obtain delivery sites for troop orders and submit information to Cookie Program Manager by required deadline.
  - Accept and sign the receipt for cookies delivered to the cookie station(s).
  - Coordinate the distribution of cookies to TCMs in an efficient manner.
  - Complete service unit/troop sales reports and evaluations and forward all documents as directed.
4. Coordinate booth sales in service unit.
  - Obtain permission from businesses for troops to hold booth sales at locations not listed on the GSU web site.
5. Responsible for all product handled.
6. If a troop does not pay in full, a collection report and all supporting documents must be submitted with service unit cookie reports.
7. Contribute to the development of a diverse and pluralistic Girl Scout membership.

## **REQUIREMENTS:**

1. At least 18 years of age and is an adult member of Girl Scouts of the USA (also known as Registered Adult).
2. Complete the *GSU Criminal Background Search Volunteer Authorization and Release* form. GSU requires a criminal background check be submitted and passed before any adult is appointed as Service Unit Cookie Manager.
3. Subscribe to the ethical code and foundation of Girl Scouting: the Girl Scout Promise and Law.
4. Good communication skills and the ability to work with people from a variety of backgrounds.
5. Possess good judgment, the ability to conduct training sessions for TCMs, and good math skills.
6. Accept responsibility for funds handled.
7. Able to maintain accurate records and conscientious about meeting deadlines.
8. Willing to assume responsibility for providing cookie delivery stations and efficient distribution of cookies from the stations to troops.
9. Access to the Internet (Internet Explorer 5.5 or higher), Excel 97 or higher, and email capabilities.