



Volunteer Position Description

Service Unit Cookie Manager

Purpose

Service Unit (SU) Cookie Manager supports the Cookie Program for area troops and Individually Registered Girls during this exciting time of year! This role's duties include attending council training, conducting service unit volunteer training, providing support and continuous communication, accepting and distributing product and rewards.

Term of Appointment

The SU Cookie Manager is appointed for a 1- year term that is renewable upon successful re-election by the service unit and adherence to Girl Scouts Dakota Horizons and GSUSA policies and procedures. This position requires varying hours and is most active December - April.

Requirements

All volunteers are required to be registered members, successfully pass a criminal background check and follow the Girl Scout Promise and Law at all times. Excellent communication, regular access to computer and email, and a flexible schedule are also required for this role.

Responsibilities

- Complete required training and expectations agreement.
- Facilitate a positive working relationship between council staff and the service unit.
- Participate as part of the service unit team and regularly attend service unit meetings.
- Utilize the Service Unit Planning Guide (SUPG) to plan and record cookie program information.
- Attend council SU Cookie Manager training.
- Secure a delivery site and ensure all product delivery information is accurate and complete in the online ordering system.
- Receive and distribute Cookie Program materials to participating troops and Individually Registered Girls (IRG).
- Provide cookie training and information for troop volunteers and IRG parents.
- Offer support to IRG and their parents.
 - Provide sales materials and information.
 - Assist with placing cookie orders and managing sales in the online management system.
 - Receive cookie payments, provide receipts, record payments in online management system and deposit funds in service unit bank account.
 - Complete rewards order for IRG girls.
- Communicate regularly throughout the program with council staff and volunteers.
- Become knowledgeable of the online management system in order to provide guidance and expertise to troop volunteers.
- Accept the delivery of all product, count, and report damaged product to council Product Managers.
- Manage the distribution of product to troops and IRG's including sorting and scheduling pick up times.
- Receive and distribute rewards to troop volunteers and IRG's by deadline.
- Follow Girl Scout branding guidelines.
- Ensure positive visibility and awareness of Girl Scouting in the community.
- Positively promote the benefits of the Cookie Program and Five Skills to all members.

Training and Support

- Product Program Managers and Troop Engagement Specialists support the SU Cookie Manager.
- Training and networking opportunities provided online and in person.
- Volunteer resource library on our website.

Benefits

- Make a difference in the lives of girls and be an integral part of the Girl Scout movement.
- Network and make friends with adult volunteers throughout the council and nationally.
- Build your resume and develop transferable leadership, business, and project management skills in a fun and supportive environment.