

Service Unit Cookie Manager

Purpose: The Service Unit (SU) Cookie Manager manages the Cookie Program for the troops and girls within the service unit and serves as a knowledgeable, positive and encouraging source of support.

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 is active December-April with varying hours during this period.

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:

- Follow all GSDH policies and procedures.
- Participate as part of the Service Unit Team and regularly attend service unit meetings.
- Ensure positive visibility and awareness of Girl Scouting in the community.
- Attend council Cookie Program Training.
- Work with the SU team and Product Program staff to set and achieve SU goals.
- Positively promote the benefits of the Cookie Program and Five Skills to all members.
- Ensure that all members of the service unit, including brand new girls and volunteers, have the support they need to participate in the Cookie Program.
- Ensure all troop volunteers are trained and prepared for the Cookie Program.
- Receive and distribute Cookie Program materials to participating girls and troops.
- Become knowledgeable of the online management system in order to provide guidance and expertise to troop volunteers.
- Provide ongoing communication and support to all troop volunteers throughout the program.
- Secure a delivery site and ensure all product delivery information is accurate and complete in the online ordering system.
- Accept the delivery of all product, count, and report damaged product to council Product Managers.
- Manage the distribution of product to troops and Individually Registered Members including sorting and scheduling pick up times.
- Receive and distribute rewards to troop volunteers and Individually Registered Members by deadline.

Training and Support:

- **Council Staff Support:** The SU Fall Product Manager is supported by council staff members including Member Support team and the Product Program Manager(s).
- **Training:** Online and in person training opportunities are provided prior to each Product Program.
- **Resources:** Online and printed Fall Product Program volunteer resources are provided.
- **Networking:** Online and in-person peer networking opportunities are offered.

Benefits:

- Develop leadership skills in a fun, supportive environment.
- Make a difference in the lives of girls.
- Gain important skills in business, project management, and group dynamics.
- Be an integral part of the Girl Scout movement. Connect and make friends with adult volunteers throughout the council and nation.