



## *Volunteer Position Description*

# Service Unit Cookie Cupboard Manager

### **Purpose**

Service Unit (SU) Cookie Cupboard 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, securing an approved cupboard location in the community and managing the inventory to keep cookies in stock and moving so local girls can maximize their cookie business success.

### **Term of Appointment**

The SU cookie cupboard 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 January - 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 and computer skills, access to a mobile friendly device, and a flexible schedule are 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 cupboard manager training.
- Secure a cupboard location based on set criteria:
  - Clean & Dry
  - Well-Lit (inside and out)
  - Animal/insect free
  - Secure-locked
  - Electricity
  - Wi-Fi
  - Accessibility for Delivery Agents – ease of unloading semi/truck, no stairs, free of ice and snow.
  - Accessibility for Volunteers/Girl Scouts – Near main roads, safe neighborhood, centrally located, free of ice and snow.

- Ensure all product delivery location information is accurate and complete in the cookie management system.
- Be available for delivery times set by the agent or line up another volunteer.
- Complete and submit a weekly inventory count.
- Assist with end-of-program distribution of program donations.
- Accept the delivery of all Girl Scout Cookies, count, and report damaged cookies to council product program managers.
- Become knowledgeable with the cookie management system and app.
- Keep timely and accurate records of all transactions.
- Ensure cookie management system is up to date during the entire program.
- Communicate regularly throughout the program with product program staff.
- Manage the distribution of cookies to troops and IRG's through Pending Orders.
- 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 cupboard 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.