



SU Cookie Booth Coordinator Position Description

- Position:** Service Unit Cookie Booth Coordinator
- Mission Statement:** Girl Scouting builds girls of courage, confidence and character, who make the world a better place.
- Purpose:** To serve as organizer and coordinator for all Cookie Booths conducted within the Service Unit
- Responsible To:** Service Unit Cookie Program Manager in consultation with the Product Sales Department
- Term of Appointment:** One year. Major work is during the months of November to March
- Requirements:**
- Membership in GSUSA
 - Enthusiasm for the 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
 - Knowledge of the Cookie Program
 - Ability to maintain a working relationship with operational volunteers and community merchants
 - Ability to maintain accurate 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 and meetings, as scheduled; assist in developing Service Unit program goals. Be knowledgeable in the Cookie Program and Cookie Booth procedures
- Assist in incorporating all six Girl Scout Pathways in Service Unit Booth locations
- Assist Service Unit Cookie Program Managers in educating Troop Cookie Program Managers and Leaders
- Encourage all eligible Troops to conduct Cookie Booths. Explain to Troop Leaders and Troop Cookie Program Managers the benefits of conducting Cookie Booths. Ensure that Troops are aware of proper Cookie Booth etiquette
- In conjunction with Service Unit volunteers, develop a listing of potential Cookie Booth locations in your Service Unit. Ensure locations meet *Safety Activity Checkpoints* and GSCB Cookie Booth standards.
- Contact local community merchants to request Cookie Booth locations and time periods. Develop a letter of understanding with each merchant regarding specific details of each booth location. Thank them at the end of the Program
- Develop and distribute a master chart which includes all approved Cookie Booth locations/time periods in the Service Unit. Coordinate the fair allocation of these booths to interested Troops inside or outside of Service Unit
- Coordinate with other Service Unit Booth Coordinators to fill available Cookie Booth slots
- Coordinate with Service Unit Cupboard Coordinator the availability of Cookie Booth slots and inform Troops
- Enter a listing of the entire Service Unit's scheduled Cookie Booths into Cookie Locator
- Provide good customer service for Troops and other Service Units
- Report regularly to Service Unit Cookie Program Manager and the Product Sales Department on program progress and problems encountered; participate in problem solving
- Attend Cookie Program evaluation meeting
- Assist Product Sales Department in securing and scheduling locations for GSCB sponsored Cookie Booths to reduce ending inventory of Cookies at the close of the Cookie Program
- 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: _____

