



# Troop Cookie Program Manager Position Description

- Position:** Troop Cookie Program Manager
- Mission Statement:** Girl Scouting builds girls of courage, confidence and character, who make the world a better place.
- Purpose:** To serve as coordinator for the Troop Cookie Program
- Responsible To:** Service Unit Cookie Program Manager in consultation with the Troop Leader
- Term of Appointment:** One year
- Requirements:**
  - Membership in GSUSA
  - Complete educational sessions as required for the position
  - Complete volunteer application or renewal application annually
  - Successfully complete the online background check
  - Good organizational, communication and math skills
  - Knowledge of the Cookie Program
  - Ability and willingness to educate parents/guardians and girls
  - Enthusiasm for the program
  - 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 internet, email and new technologies

**Principle Duties:**

- Attend Service Unit Cookie Program educational sessions and meetings as scheduled. Be knowledgeable in program procedures
- Educate parents/guardians and girls; encourage all eligible girls to participate in program. Distribute program materials according to suggested time line. Communicate Troop goals for proceeds.
- Coordinate with the Service Unit Booth Coordinator to sign up for Cookie Booths; arrange for staffing of all Troop Cookie Booths to ensure at least two girls and two adults are present at each Booth. Deposit Booth money within a day of Booth
- Collect initial order forms from girls and compile Troop Cookie Order. Submit Troop order by stated deadline using the online order system
- Make arrangements for pick-up of Troop Cookie Order and distribution of Cookies to parents/guardians, using defined procedures
- Coordinate with Service Unit Cupboard Coordinator the receipt of extra cases of Cookies from the Service Unit Cupboard
- Account for all Cookie boxes received by the Troop and distributed to parents/guardians
- Collect payments from parents/guardians and make weekly deposits into the GSCB Product Sales account. Turn Troop proceeds over to Troop Leader or Treasurer. Forward deposit ticket copies to Service Unit Cookie Program Manager or Cupboard Coordinator
- Report regularly to the Service Unit Cookie Program Manager and Troop Leader on program progress and problems encountered; participate in problem solving; provide good customer service
- Complete the Troop final paperwork by deadline date, ensuring girl sales are entered and Troop sales are correct in the online system
- Assist in collecting past due funds; provide Service Unit Cookie Program Manager with detailed information on uncollectible accounts immediately after program ends. File necessary paperwork by stated deadlines as noted in manual
- Verify girl incentives as calculated in the online system and receive and distribute incentives to girls
- Complete Cookie Program evaluation forms and submit to Service Unit Cookie Program Manager and/or GSCB
- Assist girls with alternative ways to participate in the Cookie Program if order-taking is not practical
- 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

As Cookie Program Manager for Troop# \_\_\_\_\_, I acknowledge and agree to accept the responsibilities of this position and understand that I will be held accountable and financially responsible for all products and money for this Troop during the 2012 Cookie Sale. I understand that all cookies picked up must be paid for. I further understand that all Product Sale money collected belongs to the Girl Scout Troop and to the Girl Scouts of the Chesapeake Bay. In the event that these funds are not paid, I agree to reimburse the Troop and/or GSCB for all Product Sale debt and reasonable cost of collection.

COOKIES CANNOT BE RETURNED FOR CREDIT OR EXCHANGE.

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: \_\_\_\_\_

