

*Girl Scouts Heart of Central California*  
**Volunteer Position Description**

**POSITION:** **SERVICE UNIT COOKIE MANAGER / TEAM**  
**OBJECTIVE:** Manage the cookie product program in the service unit.  
**ACCOUNTABILITY:** Appointed by and accountable to the Service Unit Manager.  
**WORKS WITH:** Girl Scouts Heart of Central California Product Program Department

**RESPONSIBILITIES:**

1. Attend council service unit Cookie managers' training.
  - Complete Product Program Position Application/Agreement form and submit to Product Program Dept.
  - Contribute to the development of a diverse and pluralistic Girl Scout membership.
2. Training of Troop Cookie Managers
  - Work with Service Unit Registrar to ensure that all troops and girls participating in the sale are currently registered. Obtain completed Product Program Position Application/Agreement forms from each Troop Cookie Manager.
  - Instruct Troop Cookie Managers in the service unit on the goals of the program, use of money earned, correct completion of forms, timelines, booth sale requirements and guidelines and money collection/banking procedures.
  - Distribute all program and sales materials.
3. Paperwork
  - Process troop original orders and follow procedures as directed by council Product Program Department.
  - Review troop orders, transfers, bank deposits into web-based program.
  - Complete service unit reports and forward all documents as directed.
  - Distribute incentives to troops in a timely manner.
  - Responsible for all monies and product handled.
4. Delivery sites coordination
  - Attain delivery sites for original troop orders and coordinate the distribution of original order as well as extra cookies to troops in service unit by personally picking up extra cookies from the Regional Cookie Cupboards, warehouse, council office, etc.
5. Coordinate booth sales in service unit.
  - Attain permission from businesses for troops to hold booth sales and conduct an equitable way of assigning sites to troops.
  - Make sure troops in service units stay within boundaries of service unit unless prior permission is attained from other service units.

**QUALIFICATIONS:**

- At least 18 years of age and is (or is willing to become) a currently registered member of Girl Scouts of the USA
- Able to work with people from a variety of backgrounds
- Able to do simple math (add, subtract, multiply and divide)
- Able to maintain accurate records and meet deadlines
- Good communication skills
- Must have a working telephone, calculator, adding machine
- Access to the Internet (Internet Explorer 5.5 or higher) and access to Excel (97 or higher) and email capabilities
- Access to reliable transportation
- Willingness to participate in a yearly performance review

NOTE: E Council (GSHCC web-based program) is not compatible with Macintosh computers.