

POSITION DESCRIPTION: TROOP COOKIE MANAGER

You Can Do It!

You are passionate about the success of the world's largest girl-led business. You help the girls in the troop be go-getters and develop their own entrepreneurial abilities. You also provide invaluable support to the troop leaders by managing the cookie program sales through the online system.

Your Commitment

Upon successfully completing a one-year appointment, you will have the option to renew your role upon mutual agreement between yourself and council staff.

Your Support System

You'll be supported by a combination of staff and volunteers, including troop leaders, the service unit cookie manager, product sales team, volunteer support specialists, and customer care team.

Success Looks Like

- ⇒ Being an active member of the troop committee volunteer team who will assist the Girl Scout troop leader(s) in guiding the girls in their Girl Scout experience and setting expectations of the troop year
- ⇒ Being a positive role model when representing Girl Scouts in the community or with other members
- ⇒ Creating a welcoming and inclusive atmosphere by encouraging and supporting all Girl Scout troop members
- ⇒ Encouraging troop members to participate in the Cookie Program by distributing program materials and promoting how girls benefit from the experience
- ⇒ Attending the service unit training for troop cookie managers
- ⇒ Conducting training for troop members and ensuring troops members receive cookie materials in a timely manner
- ⇒ Understanding how communication about the cookie program is shared between council, the service unit team, and troops
- ⇒ Providing timely support and guidance to troop members in regards to basic questions about the cookie program, especially due dates and connecting troop members to the service unit or council when necessary
- ⇒ Ensuring all troop's information is submitted into e-Budde by the set deadlines in regards to cookie orders and girl rewards and that girls receive their rewards in a timely manner
- ⇒ Working with the service unit cookie manager to ensure that the troop's cookies are picked up in a timely manner on the service unit's cookie delivery day
- ⇒ Promoting cookie booth opportunities to troop members to help girls obtain their cookie goals and to help the troop reach its cookie goal
- ⇒ Maintaining records such as signed receipts for any time cookies/monies are exchanged from one party to another in the troop setting
- ⇒ Signing the troop cookie manager agreement and submitting it to the service unit cookie manager in a timely manner

The Essentials

- ⇒ Be a registered adult member of Girl Scouts
- ⇒ Be an approved volunteer in good standing
- ⇒ Support the Girl Scout mission, Promise, and Law
- ⇒ Support policies, procedures, and guidelines of GSUSA and council
- ⇒ Strong understanding of the National Program Portfolio and the Girl Scout Leadership Experience
- ⇒ Strong understanding of the 5 business skills girls gain from the product sale programs
- ⇒ Complete training for the position as assigned
- ⇒ Strong communication skills to express ideas and facts clearly and accurately
- ⇒ Be proficient and responsive in using email and other relevant technology
- ⇒ Be proficient in using the current cookie program online system

