

Service Unit Cookie Manager Volunteer Position Description and Agreement



Service Unit # : _____

Reports to: Council Product Sales Team

Core Competencies:

1. **Girl Focus:** Helps girls to achieve desired outcomes via Discover, Connect, and Take Action.
2. **Adaptability:** Adjusts and modifies own behavior, and remains flexible and tolerant in response to changing situations and environments.
3. **Fostering Diversity:** Understands and embraces differences.
4. **Oral Communication:** Expresses ideas clearly and concisely.
5. **Personal Integrity:** Demonstrates honesty, credibility, and dependability.

APPOINTMENT: One (1) year following notification or completion of annual appraisal process.

TRAINING: Completes training as required for the position—as per council policies and procedures.

QUALIFICATIONS: The ability to work with people, have organizational skills and access to the Internet, and be a registered, approved volunteer member of Girl Scouts Western Pennsylvania.

Responsibilities:

- Provides good customer service to troops and encourages participation in the cookie program.
- Confirms that girls and adults who participate are registered members of Girl Scouts Western Pennsylvania.
- Schedules and conducts training for the service unit, encourages use of program materials, and communicates the benefits to girls.
- Verifies troops have submitted the Bank Account Information and ACH Electronic Debit/Credit Authorization Form.
- Guides troop cookie managers in ordering cookies and rewards via the Internet.
- Guides troop cookie managers in collecting and depositing all cookie money.
- Secures the product delivery station and coordinates distribution of the product.
- Schedules and makes arrangements for the service unit booth sales.
- Schedules and makes arrangements for troops to receive rewards.
- Follows council procedures for deadlines, reports, and collection of outstanding money.

The Volunteer agrees to:

- Meet volunteer requirements and register as a member of Girl Scouts
- Devote sufficient time and energy to fulfill outlined position requirements and checklist tasks
- Support the purpose and values of the Girl Scout Movement
- Comply with council and Girl Scouts of the USA policies and standards
- Be supportive of the council and its activities and goals
- Meet with appropriate groups on a regular basis for ongoing support and evaluation
- Affirm that the Girl Scout Movement actively seeks members of every racial, ethnic, religious, and socioeconomic group
- Recognize that the Girl Scout Movement is a voluntary service and not expect or solicit monetary compensation
- Complete position-related training
- To be financially responsible for product received and money collected

Volunteer Signature: _____ Date: _____