

Service Unit Cookie Manager

Position Summary: To organize, coordinate, and direct the Cookie Program, eBudde, and Digital Order Cards at the Service Unit level.

Term of Appointment: The Cookie Manager is appointed annually by the Service Unit Manager (SUM), with the term beginning on October 1st, and ending on September 30. The position is renewable upon completion of an evaluation process towards the end of their term.

Support: The Cookie Manager receives support from the SUM, and the GSNENY Product Sales Team.

Qualifications and Core Competencies:

- Be a currently registered member of Girl Scouts, with a current background check on file.
- Attend preliminary training to learn the role, and able to participate in on-going learning opportunities for position growth.
- Provide excellent customer service in fulfilling orders and responsibilities promptly and courteously
- Have access and familiarity with the communication forms most used by the Service Unit
- Have the ability to organize multiple types of information
- Willing to maintain a cooperative working relationship with paid staff, Service Team Members, and Troop Leaders.
- Owe no outstanding debts to GSNENY.
- **Be guided in all actions by the Girl Scout Promise and Law.**

Responsibilities:

- Prepare and distribute Cookie Sale materials
- Plan and conduct training with all Troop Cookie Managers to discuss the purpose of the product sales program.
- Obtain all Troop Cookie Manager Agreements; **You must receive signed Manager, Policy, and ACH agreements PRIOR to releasing ANY materials to the troop.**
- Communicate regularly with all Troop Cookie Managers
- Work closely with the council office throughout the sale to obtain answers to any questions from the troops
- Adhere to council deadlines for product sales
- Conduct responsibilities with financial integrity and keep records of product sales

- Be able to motivate adults and girls to set and achieve their sales goals
- Have an understanding of the Girl Scout Cookie program goals, procedural expectations of the sale and safety guidelines
- Use the eBudde digital Cooke platform throughout the sale
- Collect all information and paperwork from troops on or before the scheduled deadlines to submit to council
- Sort, divide, and distribute rewards to troops in a reasonable amount of time upon receipt

Statement of Term

The responsibilities of the Service Unit Cookie Manager position have been discussed with me, and I agree to fulfill them to the best of my ability from October 1, 2019 until September 30, 2020.

Signature

Date

Printed Name

SUM Signature/ SU number

Date