

Troop Cookie Coordinator Position Description

Summary: Troop Cookie Coordinators are responsible for managing all aspects of the Cookie Program for their troop. Coordinators are responsible for troop cookie inventory, including pick-up at council offices and distribution to families, as well as payment collection.

Expected Commitment: approximately 4 months, seasonally from November to March, reappointed each year via online agreement

Supervised by: GSEMA Product Program team (staff) in collaboration with local volunteer Service Unit Cookie Mentor (SUCM)

Responsibilities:

- Follow and model the Girl Scout Promise and Law. Embrace the Girl Scout mission through the Girl Scout Leadership Experience.
- Conduct the Cookie Program safely by adhering to GSEMA Cookie Program guidelines, Girl Scout Safety Activity Checkpoints and Volunteer Essentials procedures.
- Become familiar with the Cookie Program products, procedures, recognition plan and troop incentives through provided trainings.
- Educate Girl Scouts about the Cookie Program policies and procedures and five entrepreneurial skills, including discussing money-earning goals with girls.
- Receive and distribute Cookie Program materials to Girl Scouts in a timely, safe manner.
- Entering Planned Orders into Smart Cookies as needed by the troop and arranging pick up at a Cookie Cupboard.
- Review Cookie Program weekly Sunday emails and join GSEMA Product Program TeamApp to stay up-to-date on the program.
- Proactively communicate with girls/families in your troop reminding them of program details and deadlines.
- Communicate and work cooperatively with SUCM.
- Work with SUCM to set up cookie booths for town troops within town, as needed.
- Manage cookie recognitions by assigning packages to girls in Smart Cookies, creating recognition orders, collecting recognitions from SUCM and distributing to girls/families in a timely manner.
- Collect cookie sale proceeds and deposit into the troop bank account in time for scheduled GSEMA ACH debit dates. Maintain accurate records of inventory and money transactions with troop families.

Qualifications:

- Be in good financial standing with GSEMA.
- Have access to and comfort using a computer with internet capabilities and are willing to learn the Cookie Program online database system (Smart Cookies).
- Agree to the volunteer provisions listed in the annual Online Volunteer Agreement, including but not limited to annual membership; a criminal background check; confidentiality of member information (CISP); and the Girl Scout commitment to work with all without regard to race, ethnicity/culture, religion, socio-economic status, gender, gender identity and expression, sexual orientation, or differing abilities.