



COOKIE PROGRAM IGM SPECIALIST Service Team Position Description

SUMMARY Manage the IGM Fall Product Program within the Service Unit. Responsible for handling the logistics of the Fall Product Program and for creating a positive experience for the girls selling Fall Product independent from a troop.

SUPPORTED BY Product Program Team and Member Support Executive

APPOINTED BY the Member Support Executive and Service Team Cookie Manager in partnership with the relevant GSACPC Program Staff for one year; reappointment based on annual evaluation.

RESPONSIBILITIES/DUTIES

- » Participate in the Girl Scout Cookie Program.
- » Contact IGMs and parents and give them information on the Girl Scout Cookie Program.
- » Host IGM parent/guardian cookie program pre-meeting to share logistics.
- » Ensure that all participating girls have a sign a Parent Permission Form, Financial Agreement and Program Requirements.
- » Ensure all girls participating in the Girl Scout Cookie Program receive cookie program welcome email and appropriate documentation.
- » Coordinate cookie booths and schedule girl shifts.
- » Collect verification of IGM Deposit Form from parent/guardian and send them to the Product Program Team within three days.
- » Alert the Product Program Team if parent/guardian does not complete deposit slips in a timely manner.
- » Record girl sales and Girl Rewards in eBudde.
- » Coordinate with the Service Unit Rewards Specialist to distribute Girl Rewards.

REQUIREMENTS AND QUALIFICATIONS TO BECOME A COOKIE PROGRAM IGM SPECIALIST

- » Present a positive image of Girl Scouting to girls, volunteers, and community members.
- » Comply with all GSUSA and council policies and procedures, including Volunteer Essentials, Recognize, understand, accept, and support all Council goals and objectives, including the Diversity Equity and Inclusion Statement.
- » Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- » Be a registered member of GSACPC with a current background check.
- » Complete Service Unit Fall Product Program Training.
- » Complete Looker Access Agreement to access GSUSA data system.
- » Must be well trained and comfortable using eBudde; supplemental eBudde training available through gsLearn and at the cookie conference.
- » Experience as a Troop Cookie Manager preferred.
- » Leadership From the Inside Out online resource recommended.
- » Must be detail oriented and a people person who can work with many personalities. Candidate must have advanced customer service, computer, verbal and written communication skills and check emails daily.

By signing this agreement, I acknowledge that I have read, understand and agree to all responsibilities and requirements listed in the Cookie Program IGM Specialist Position Description. In addition, as a volunteer serving in a Service Team position, I understand that some of my work will involve access to information/records that are considered confidential. I acknowledge my responsibility to respect the confidentiality of all volunteer and troop records, to follow council procedures in order to protect privacy and to act in a professional manner. I further understand that if I am found misusing confidential material or not protecting the privacy of others through my actions, I may be released from my position immediately.

SIGNATURE OF VOLUNTEER _____ DATE _____

PRINTED NAME _____ SERVICE UNIT _____

Thank you for your time and commitment!