Girl Scouts of Eastern Pennsylvania (GSEP)

Service Unit Cookie Manager

Position Description & Agreement Form

First Name

Last Name

Service Unit Name and Number

Email Address on File with GSEP

**Summary:** The GSEP Service Unit Cookie Manager (SUCM) is responsible to organize and facilitate the Cookie Program throughout the Service Unit, train and support the Troop Cookie Managers (TCMs), and serve as liaison between the Product Program Team and TCMs.

**Term of appointment**: Renewable each membership year (October 1-September 30)

**Required Training:** Attend all GSEP Cookie Training, relaying that information back to troops, and developing and delivering Product Training to all troops within their Service Unit. Work with Product Program Team as needed.

**Supervision:** Reports to Service Unit Manager

**Girl Scout Values:**

* Model Girl Scout values to other volunteers and girls and abide by the Girl Scout Promise and Law.
* Support GSEP’s primary Core Goal to ensure every girl in our 9-county footprint is aware of and has access to the full Girl Scouts Leadership Experience.
* Communicate in a respectful, positive, prompt, and effective manner with all Girl Scout members.
* Demonstrate confidentiality, dependability, honesty, and credibility.
* Understand, respect, and embrace diversity.

**I understand my responsibilities are to:**

* Attend Service Unit meetings as part of Service Unit Team.
* Ensure all troops within Service Unit have designated Troop Cookie Managers.
* Provide assistance to Troop Cookie Managers to assure proper and complete information is entered into the online reporting system provided through GSUSA.
* Ensure funds are available before designated sweeps.
* Collect all Troop Balance Summary Reports and submit to Product Program Team by established deadline.
* Identify potential problem areas during the Cookie Program and communicate regularly with the Service Unit Team, GSEP Mission Delivery Team, and Product Program Team.
* Provide information and assistance to troops and the Product Program Team regarding troop debt and support troops to maintain financial accuracy of all records.
* Receive, manage, and distribute all cookie materials and paperwork, as well as recognition prizes.
* Create Troop Cookie Manager accounts and manage them in Digital Cookie.
* Check initial orders, cookie transfers, planned orders, inventory, and recognition orders throughout the duration of the cookie season.
* Be the Cookie Expert and Go-To resource for all troops within the Service Unit.
* Enter, edit, review, and manage the information in Digital Cookie for troops within the Service Unit.
* Filter inquiries before sending them to GSEP.
* Join the Stack Team App, which is crucial to receiving important notifications from the Product Program Team.

**Qualifications:**

* **Girl focus:** Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun
* **Personal integrity:** Demonstrate dependability, honesty, and credibility
* **Adaptability:** Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments
* **Communication:** Express ideas and facts, clearly and accurately
* **Foster diversity:** Understand, respect, and embrace differences

**Volunteer Agreement:**

I agree to meet the qualifications and fulfill the requirements and responsibilities outlined above, which will be guided by Girl Scout values.

I agree to opt-in to emails from GSEP and GSUSA.

I agree to adhere to GSUSA guidelines involving the Girl Scouts brand, copyright, and trademark laws.

I am an approved volunteer with a current Girl Scouts of the USA membership and GSEP background clearances on file.

I have read the GSEP Service Unit Cookie Manager Position Description and Agreement thoroughly and I agree that I can handle the responsibilities. I am qualified and competent and will uphold the code of conduct and volunteer agreements for this position.

I agree to all the above

Yes

Full Name

By typing my name above and submitting this form, I agree to the terms and conditions of the GSEP Service Unit Cookie Manager position.