

Troop Cookie Manager Position Description and Responsibility Agreement

Troop Cookie Manager is appointed by and accountable to the Girl Scout troop leader and service unit cookie manager. Coordinate and implement a well-rounded cookie program for the troop; is primary contact for parents and troop members.

Term of appointment: One year term with annual evaluation and option for reappointment.

Responsibilities:

- Attend required trainings.
- Work with the Girl Scout troop leader and Service Unit cookie manager to insure a successful program.
- Interpret and support in a positive manner Girl Scout Promise and Law, Girl Scouts Heart of Michigan (GSHOM) policies, standards, procedures and decisions.
- Coordinate cookie training for parents/guardians and distribute necessary materials so they are aware of what the girls will learn from participating in the program, reward items, and collection procedures.
- Present the cookie program materials to meet the needs and interest of the troop.
- Keep accurate records of transactions with troop monies and cookies. Use M-3 receipts provided.
- Coordinate booth and arrange staffing as needed for troop.
- Will not sell Girl Scout Cookies for less or more than the GSHOM listed price per training.
- Make necessary arrangements with the Delivery Station to pick up troop cookies.
- Distribute cookies to girls/parents.
- Input troop information into the eBudde system. Compile accurate reports, orders and submit as required.
- Accountable for all cookies and monies received by troop.
- Provide information to assist Girl Scouts Heart of Michigan in collecting delinquent accounts.
- Responsible to ensure that payments due are made in full. Returned payments will be subject to a \$37 NSF charge.

Qualifications:

- Meets requirements for membership in Girl Scouts of the USA (GSUSA) and must be a registered member.
- Understand and accept policies and standards of GSUSA and Girl Scout Heart of Michigan.
- Serves as a positive role model for girls and adults.
- Has well-developed listening, communication and problem solving skills.
- Excellent written and oral communication skills.
- Has basic knowledge of or is willing to learn Girl Scout Cookie program and is willing to take necessary training.
- Strong organizational and planning skills.
- Knowledge and access to a computer and internet.
- Ability to guide girls and adults through the program.
- Motivate and work harmoniously with others without regard to race, creed, nationality, socioeconomic factors or disabilities.
- Recognizes, encourages and values pluralism in all its forms.
- Must undergo a background check.

Benefits to volunteers: Volunteers in this position will gain experience: (1) supervising and supporting girls; (2) setting goals, planning and implementing actions to meet troop goals; and (3) team building and marketing skills.
