



### *Service Unit Fall Product/Cookie Manager*

**PURPOSE OF POSITION:** Support Fall Product and/or Cookie Program within the Service Unit by managing Troop Fall Product/Cookie volunteers.

**TERM:** Appointed by GSOC Entrepreneurship Manager for duration of program.

**TIME COMMITMENT:** Approximately 5-8 hours per month during program season (Fall Product: August-October; Cookies: December through February)

**ACCOUNTABLE TO:** GSOC Entrepreneurship Manager and Service Unit Program Lead

**SUPPORTED BY:** Service Unit Program Lead and Team, GSOC Entrepreneurship staff

#### **RESPONSIBILITIES:**

- Advise and support Troop Fall Product/Cookie Coordinator volunteers through consistent and clear communications.
- Manage roster of Troop Fall Product/Cookie volunteers and ensure volunteer have completed required training and background screening.
- Liaise with GSOC Entrepreneurship staff as primary point of contact for Fall Product/Cookie programming information.
- Review Troop Fall Product/Cookie Coordinator reports to ensure they are completed fully and accurately.
- Ensure reporting deadlines are met.
- Provide positive, girl-focused support for Fall Product and Cookie Programs and operate within the product program guidelines defined by GSOC.
- Complete evaluation to provide feedback and make recommendations.
- Serve as part of the Service Unit Program Team, supporting and participating in Program Team initiatives. Attends Service Unit and Team meetings.
- Completes annual Girl Scout membership registration, background screening (as required), role selection in MyGS, and submission of Volunteer Agreement and Non-Disclosure Agreement.
- Completes all position-related training within three months of appointment and/or prior to start of product program season, whichever comes first.

#### **QUALITIES REQUIRED:**

- **Commitment to Focus on Girls:** Understands that girls experience the Girl Scout Leadership model through using girl-led, cooperative-learning and learning-by-doing activities.
- **Confidentiality and Conflict Resolution:** Exercises discretion, integrity and impartiality in dealing with Service Unit personnel issues.
- **Ability to Foster Diversity:** Understands and embraces differences.
- **Communication Skills:** Expresses ideas clearly and concisely.

- **Model the Girl Scout Promise and Law:** Demonstrates personal integrity, credibility and dependability for girls and a commitment to the mission, goals, guidelines, policies and standards of GSUSA and GSOC.