



Service Unit Cookie Manager

PURPOSE OF POSITION: Support Cookie Program within the Service Unit by managing Troop Cookie volunteers.

TERM: Appointed by GSOC Product Program Director for duration of program.

TIME COMMITMENT: Approximately 5-8 hours per month during the cookie program season (December through March)

ACCOUNTABLE TO: GSOC Staff and Service Unit Operations Lead

SUPPORTED BY: Service Unit Operations Lead and Team, GSOC staff

RESPONSIBILITIES:

- Advise and support Troop Cookie Coordinator volunteers through consistent and clear communications.
- Manage roster of Troop Cookie volunteers and ensure volunteers have completed required training and background screening.
- Liaise with GSOC Product Program staff as primary point of contact for Cookie programming information.
- Receive and distribute extra program materials to troop volunteers upon request.
- Review Troop Cookie Coordinator reports to ensure they are completed fully and accurately.
- Ensure reporting deadlines are met.
- Coordinate cookie distribution to Troop Cookie Coordinators.
- Uses care in handling and storing cookies to prevent breakage, heat damage, water damage, loss, etc.
- Ensure troops are informed about cookie distribution date, location, and time.
- Provide positive, girl-focused support for the cookie program 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 Operations Team, supporting and participating in Operation Team initiatives. Attends Service Unit and Team meetings.
- Completes all GSOC registration requirements and training required for this role.

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