



**GIRL SCOUTS OF CONNECTICUT, INC.**  
**340 Washington Street \* Hartford, CT 06106**  
**860-522-0163 or 1-800-922-2770 (CT Only)**  
**Fax: 860-548-0325 www.gsofct.org**

## **VOLUNTEER POSITION DESCRIPTION**

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### **S E R V I C E   U N I T   C O O K I E   M A N A G E R**

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**Appointed by and Accountable to:**

Service Unit Manager  
Council Product Sales Manager  
One Year

**Term:**

**Purpose:**

- Manages the Cookie Program for a specific Service Unit

**Qualifications:**

- Is an active registered member of the Girl Scouts of the United States of America (GSUSA)
- Accepts the principles of the Girl Scout Promise and Law
- Is aware and accepting of religious, educational, racial, ethnic, and socioeconomic groups within the community
- Is committed to organizational diversity
- Is knowledgeable of GSUSA Policies and Standards and Girl Scouts of Connecticut, Inc. (GSOFCCT) Policies and Procedures regarding fiscal management.
- Is knowledgeable of the Girl Scout Program, its aims, and intents
- Completes the volunteer application process to include an approved background check and signed volunteer agreement
- Has strong verbal and written communication skills
- Is skilled in financial accounting, time management, and organization
- Is able to work well with adults

**Duties and Responsibilities:**

- Attends GSOFCCT Cookie Manager training
- Secures names of all Troop/Group Cookie Managers
- Ensures that all Troop/Group Cookie Managers are registered members and have completed the volunteer application process to include an approved background check and signed volunteer agreement
- Coordinates and promotes the Cookie Activity Program within their Service Unit
- Receives program materials and distributes to Troop/Group Cookie Managers in a timely manner
- Trains all Troop/Group Cookie Managers in the use of forms, procedures, and guidelines as well as the use of the eBudde system to manage their sales
- Regularly contacts Troop/Group Cookie Managers and provides assistance as needed
- Receives final Troop/Group paperwork and double checks for accuracy
- Uses eBudde to manage the Service Unit sale
- Receives shipment of incentives, insures accuracy of count, and distributes to Troop/Group Cookie Managers when all payments and paperwork have been received
- Coordinates the Service Unit's drive through delivery system with the Council Product Sales department and recruits volunteers to assist
- Notifies each Troop/Group Cookie Manager of delivery date and schedules each Troop/Group pick up times
- Ensures that cookie order is picked-up at delivery site and promptly distributed to girls.
- Coordinates or assists in the coordination of Service Unit Booth Sales ensuring adherence to safety and GSOFCCT policies and procedures
- Manages a Booth Sale site lottery system if applicable

- Meets all deadlines and communicates any concerns to Council Product Sales Manager
- Provides assistance to individually registered girls
- Attends the evaluation dinner
- Participates in performance evaluation with Service Unit Manager