

COOKIE BOOTH COORDINATOR

PURPOSE		APPOINTED BY AND ACCOUNTABLE TO		TERM
Ensure coordination of all aspects of Cookie Program booth sites for your SU		Council Product Manager and LSM/Service Unit Team		One Product Program
RESPONSIBILITIES	<p>Program</p> <ul style="list-style-type: none"> Promote our programs as entrepreneurship programs, not sales or fundraisers, to educate and inspire our community partners. Attend the SU Cookie Kickoff hosted by the council Product Team and complete relevant learning modules. Partner with your SU team to share booth selection specifics during the SU's Troop Cookie Kickoff. Educate troops on appropriate booth etiquette and business expectations so they can share with girls. <p>Operations</p> <ul style="list-style-type: none"> <i>Troop support:</i> <ul style="list-style-type: none"> Stay up-to-date on all communication and resources provided – troop and SU product guides, Volunteer Learning Portal, Product team's weekly communications. Coordinate all troop requests for booth sites, including other booth locations not prearranged. <i>Risk management:</i> <ul style="list-style-type: none"> Arrange permission for booth sites with local businesses and property owners. Check city requirements for encroachment permits being necessary to sell on public property. Coordinate contract signatures and certificates of insurance with council Risk Management Team, as necessary. Review and ensure that troops follow civic and/or business and GSNorCal guidelines for booth sites. <i>Database management:</i> <ul style="list-style-type: none"> Upload your booth spreadsheet to eBudde in time to support booth scheduling. Check eBudde frequently to approve pending booth requests. Communicate and coordinate with other SU Booth Coordinators for requests outside of your SU. <p>Conflict Resolution</p> <ul style="list-style-type: none"> Model commitment to the Girl Scout Promise, Law, and philosophy: <i>Fair</i> may mean something different to each person involved. Maintain positive community relations with local businesses. Be adaptable and willing to listen: Adjust, modify own behavior and remain flexible and tolerant in response to changing situations and environments. Problem-solve with troops using patience and sensitivity with volunteers and parents. Maintain consistent communication with your council Product Manager, especially regarding ideas or issues that arise. 			
	QUALIFICATIONS & CORE COMPETENCIES	<ul style="list-style-type: none"> Be a registered Girl Scout volunteer with approved GSNorCal background check clearance. Enjoy working with, celebrating and supporting all personalities and strengths of troop volunteers. Available on key program dates and have reliable access to a computer and internet. Strong planning and organizational skills, with time and willingness to carry out responsibilities. Accuracy and attention to detail in working with paperwork and creating and maintaining spreadsheets. Flexible and diplomatic, with good communication skills and available by phone and/or email. 		
APPOINTMENT				
Service Unit #/Name		Term begins on: _____ and ends on _____		
SU Volunteer Email		Cell Phone		
SU Volunteer (print)		Appointed by (print)		
Signature	Date	Signature	Date	