

SERVICE UNIT COOKIE PROGRAM MANAGER

PURPOSE		APPOINTED BY AND ACCOUNTABLE TO		TERM
Ensure coordination of all aspects of the sale for your Service Unit troops		Council Product Program Department and LSM/Service Unit Team		November 1, 20____ – June 30, 20____
RESPONSIBILITIES	<ul style="list-style-type: none"> Promote the girl program aspects and sale activity to the troops. Complete online New/Experienced Cookie Volunteer Training, SU Cookie Program Manager, and pertinent Learn More modules. Attend/participate in the SU Cookie Program (CP) Kick Off provided by the Product Program Department. Comply with instructions in SU CP Guide, online trainings, and weekly emails. Ensure coordination of all aspects of the sale for your Service Unit; supervise your SU CP members. With your SU CP Team prior to the start of program, conduct a SU Cookie Program Kick Off, recommending troop cookie volunteers come prepared by taking the online New/Experienced Cookie Volunteer Training. Encourage troop volunteers to distribute materials to all Girl Scouts in their troop. Distribute sale materials (only to volunteers who have completed Cookie online training) and girl recognitions in a timely manner. Work with the troop leaders to ensure all girls are currently registered Girl Scouts. Collect the signed Troop Cookie Manager job description cut off, while the troop volunteers keep the top portion. Manage the online inventory system and assist troops with their data entry if needed. Review Product Program Department's weekly updates and relay pertinent details to your SU CP Team and troop Cookie Program volunteers by Friday evening each week. Responsible for proper handling of product on the behalf of GSNorCal. Provide supplementary assistance to new troops and troops with surplus inventory and communicate these needs with your SU; facilitate troop to troop transfers. Problem-solve with Troop Managers using patience and sensitivity with volunteers and parents. Maintain accurate records and appropriate money handling procedures, receipting all transactions. Maintain timely communication with Product Program staff, especially regarding issues that arise. 			
	QUALIFICATIONS	<ul style="list-style-type: none"> Commitment to the Girl Scout Promise, Law, and philosophy. Be a Girl Scout volunteer with current registration and background check. 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 numbers, receipting, and record keeping. Be financially responsible and comfortable working with large amounts of money. Flexible and diplomatic, with good communication skills and available by phone and/or email. Adaptability – Adjust, modify own behavior and remain flexible and tolerant in response to changing situations and environments. 		
APPOINTMENT				
Service Unit #/Name			Term: November 1, 20____ - June 30, 20____	
SU Volunteer Email			Cell Phone	
SU Volunteer Name (print)			Appointed by (print)	
Signature	Date	Signature	Date	