



Girl Scouts®

Minnesota and Wisconsin
River Valleys

Troop Cookie Manager Volunteer Position Description

Reports to: Service Unit Cookie Manager

Term: One year, with reappointment; primary responsibilities 10/1-5/15

Purpose: To promote, coordinate, and implement the cookie program activity within the troop and ensure procedures are followed and deadlines met.

RESPONSIBILITIES:

1. Attend troop cookie manager training.
2. Promote the Girl Scout Cookie Program Activity, purpose, and goals in a positive manner.
3. Work with leaders, girls, and parents/guardians to develop a strong Girl Scout Cookie Program Activity plan for the troop.
4. Train girls/parents/guardians in the Girl Scout Cookie Program Activity benefits, procedures and timelines.
5. Receive and distribute troop cookie materials.
6. Prepare troop orders and reports accurately and in a timely manner to meet deadlines.
7. Pick up and distribute troop cookies at designated times and locations.
8. Oversee the money collection process for all cookies sold by girls in the troop.
9. Be a fiscal steward of Girl Scout Cookie funds.
10. Work with the leader to deposit cookie money as directed.
11. Receive and distribute all recognitions to girls in a timely manner.
12. Work with the Service Unit Cookie Manager to answer questions and resolve problems.
13. Follow all GSUSA and River Valley's policies, standards, and procedures.
14. Contribute to fund development goals of the council by supporting council efforts and promoting Girl Scouting within the community.
15. Other duties as assigned by supervisor.

QUALIFICATIONS:

1. Be a currently registered Girl Scout member of GSUSA.
2. Be at least 18 years old and complete our volunteer application process.
3. Behave in a manner consistent with the Girl Scout Mission and Promise and Law.
4. A current e-mail address, daily access to the internet, and familiarity with on-line data entry.
5. Ability to organize materials, keep accurate records, finalize details, and meet deadline dates.
6. Ability and willingness to respond to Service Unit Cookie Manager, troop leaders, troop leaders, council staff and the general public in a friendly and mutually respectful way.
7. Practice welcoming and inclusive behavior toward people of all ages, races, religions, cultures, abilities, sexual orientation, and gender, educational and economic backgrounds.



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BENEFITS:

1. Develop skills in program delivery, organization, public speaking, and record keeping.
2. Help girls become confident leaders who discover, connect and take action in their community.
3. Gain and develop skills for personal and professional growth through adult educational opportunities and nationally recognized training.

RIVER VALLEYS' RESPONSIBILITIES TO OUR VOLUNTEERS:

1. Provide a clear volunteer position description and orientation to your role, River Valleys, and GSUSA.
2. Strive to match your skills and talents with an appropriate volunteer position.
3. Provide position specific training and document completion of all required volunteer training.
4. Provide opportunities to communicate and be heard.
5. Provide an extensive network of resources and programming ideas and ensure services, materials, and resources are available and accessible.
6. Provide River Valleys resources.
7. Provide current information on upcoming events and activities through newsletters, meetings and online resources.
8. As a member of GSUSA, receive limited accident coverage while carrying out Girl Scout responsibilities.
9. Maintain contacts and methods for connecting volunteers to experts, resources, opportunities, activities, and events.
10. Provide ongoing support, guidance, and evaluation of your volunteer service.
11. Recognize your volunteer service.