

Troop Cookie Coordinator Position Description

Summary: Support the annual Girl Scout of Eastern Massachusetts (GSEMA) Cookie Product Program by volunteering time as a Troop Cookie Product Coordinator. This position is responsible for working with troops within the service unit to support the Cookie Program.

Expected Commitment: Approximately 4-5 months, seasonally from November to April, reappointed each year via online agreement.

Supervised by: GSEMA Product Program Team (staff) in collaboration with local volunteer Service Unit Cookie Mentor (SUCM)

Basic Responsibilities:

- Follow and model the Girl Scout Promise and Law. Embrace the Girl Scout mission through the Girl Scout Leadership Experience.
- Conduct the Cookie Program safely by adhering to GSEMA Fall Program guidelines, Girl Scout Safety Activity Checkpoints and Volunteer Essentials procedures.
- Become familiar with the Cookie Program products, procedures, recognition plan and troop incentives through provided trainings.
- Educate Girl Scouts about the Cookie Program policies and procedures and five entrepreneurial skills, including discussing money-earning goals with the troop.
- Receive and distribute Cookie Program materials to Girl Scouts in a timely and safe manner.
- Entering Planned Orders into Smart Cookies as needed by the troop and arranging pick up at a Cookie Cupboard.
- Review Cookie Program weekly Sunday emails, attend/view recorded GSEMA Fall Product Program Prep Talks and use [Band App](#) (join *GSEMA Product Program* team) to stay up-to-date on the program.
- Communicate and work cooperatively with SUCM.
- Work with SUCM to set up cookie booths for town troops within town, as needed.
- Manage cookie recognitions by assigning packages to Girl Scouts in Smart Cookies, creating recognition orders, collecting recognitions from SUCM and distributing to Girl Scouts/families in a timely manner.
- Collect cookie sale proceeds and deposit into the troop bank account in time for scheduled GSEMA ACH debit dates. Maintain accurate records of inventory and money transactions with troop families.

Qualifications:

- Be in good financial standing with GSEMA.
- Must have access to and comfort using a computer with internet capabilities and are willing to learn the Cookie Program online database system (Smart Cookies).
- Agree to the volunteer provisions listed in the annual Online Volunteer Agreement, including but not limited to annual membership; a criminal background check; confidentiality of member information (CISP); and the Girl Scout commitment to work with all without regard to race, ethnicity/culture, religion, socio-economic status, gender, gender identity and expression, sexual orientation, or differing abilities.