Troop Cookie Coordinator Position Description

**Summary:** Troop Cookie Coordinators are responsible for managing all aspects of the Cookie Program for their troop. Coordinators are responsible for troop cookie inventory, including pick-up at council offices and distribution to families, as well as payment collection.

**Expected Commitment:** approximately 4 months, seasonally from November to March, reappointed each year via online agreement

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

**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 Cookie 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 girls.
- Receive and distribute Cookie Program materials to Girl Scouts in a timely, 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 and join GSEMA Product Program TeamApp to stay up-to-date on the program.
- Proactively communicate with girls/families in your troop reminding them of program details and deadlines.
- 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 girls in Smart Cookies, creating recognition orders, collecting recognitions from SUCM and distributing to girls/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.
- 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.