



## **Girl Scouts of Central Texas Troop Cookie Coordinator**

**Position Summary:** This position is responsible for managing the Girl Scout cookie program within the troop and communication between the troop and service unit in a manner that reflects the Girl Scout Promise and Law.

**Accountability:** Appointed for the assigned troop for a one-year term limit that is reviewed annually and accountable to the troop members, service unit leadership team, and appropriate GSCTX staff.

### **Responsibilities:**

- Attend mandatory cookie training hosted by the service unit regarding booth selection and cookie pick up.
- Complete GSCTX Troop Training.
- Provide training to the Girl Scouts and caregivers in your troop.
- Sign your troop up for booths (if applicable).
- Utilize receipts for all cookie and money transactions.
- Keep records and receipts for all cookies and money for individuals and troop.
- Ensure deposits are made into the troop account by at least two days before first, second, and last ACH drafts.
- Provide complete and accurate accounting of all cookies received and all funds deposited by the troop and individuals under the troop's jurisdiction.
- Promptly distribute all products and prizes as they are received.
- Enter data into the Smart Cookies and Digital Cookie systems.
- Guide your troop to achieve their goals and learn the Five Skills of Product Program.

### **Position Commitments:**

- Ensures compliance with regulations governed by GSUSA and GSCTX policies and procedures, including management of troop finances.
- Ability to effectively interact, work, and collaborate with people of various cultural backgrounds and promote an environment of inclusivity.
- Completes all training for the position and checks in with your GSCTX membership staff for the most up-to-date training path.
- Be a registered adult member of GSUSA, have a current eligible criminal background check and Youth Protection Training on file at GSCTX, and be in good standing with GSCTX.
- Ensures all data with personally identifiable information or financial information is kept confidential and not shared. Data should not be saved to personal devices or printed unless necessary and should be deleted or shredded as soon as it is no longer needed.

### **Top Skills You Will Gain From This Position:**

1. Leadership and budget management
2. Teamwork and collaboration
3. Communication improved interpersonal skills
4. Time management and prioritizing tasks