

Girl Scouts of Central Texas Service Unit Cookie Cupboard Manager

Position Summary: This position is responsible for supporting and communicating important information to the troop cookie coordinators, distributing products to troops, within a designated geographical area. In partnership with the service unit team, the service unit cookie manager provides support to volunteers and aids in meeting service unit specific goals and making a difference in the lives of Girl Scouts in their community.

Accountability: Appointed for the assigned service unit and accountable to the service unit leadership team or other appropriate Girl Scouts of Central Texas (GSCTX) staff members. This position is appointed for a one-year term limit and will be reviewed annually.

Responsibilities:

- Receives, counts, and distributes Cookie Program materials and products to each participating troop.
- Keeps records of all cookies checked out, traded, or returned by troops within your service unit.
- Ensures that all troops participating in the Cookie Program place orders.

Position Commitments:

- Ensures that compliance with regulations governed by the following is met: GSUSA and GSCTX Policies and Procedures, including management of service unit finances if necessary.
- Ability to effectively interact, work, and collaborate with people of various cultural backgrounds and promote an environment of inclusivity.
- Completes all training for the service unit cookie manager 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 on file at GSCTX, and be in good standing with GSCTX.

Top Skills You Will Gain From This Position:

1. Teamwork and collaboration
2. Problem-solving and creative thinking
3. Communication and improved interpersonal skills