

## **Girl Scouts of Central Texas Service Unit Cookie Manager**

**Position Summary:** This position is responsible for supporting and communicating important information to the troop cookie coordinators, distributing product to troops, and overseeing cookie booths (if no cookie booth manager exists on the team) 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.
- Provides training for troop cookie coordinators in the service unit.
- Keeps detailed records and accounting of cookie proceeds and ensures all funds are deposited by troops.
- 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 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