



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, aids in meeting service unit goals, and makes a difference in the lives of Girl Scouts in their community.

Accountability: Appointed to the assigned service unit for a one-year term limit that is reviewed annually and accountable to the service unit leadership team and appropriate Girl Scouts of Central Texas (GSCTX) staff.

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.
- Submits the [GSCTX Service Unit Roster form](#) annually to accept/renew the role.
- Participates in succession planning for the position.

Position Commitments:

- Ensures compliance with regulations governed by GSUSA and GSCTX policies and procedures, including management of service unit 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
2. Teamwork and collaboration
3. Problem-solving and adaptability
4. Communication and improved interpersonal skills