

Volunteer Position: Service Unit Cookie Coordinator

Summary

The Service Unit Cookie Coordinator (SUCC) enthusiastically organizes, coordinates, directs and manages the Cookie Program, eBudde, and Digital Order Card online systems at the service unit level.

Average Time Commitment: 6-8 hours per month, peak season December through March

Term of Appointment: One year

Appointment and Accountability

- Appointed for the assigned service unit from June 1 through May 31
- Accountable to the Service Unit Program Manager and assigned Membership Manager
- Responsible for the direction and support of the following volunteers: Troop Cookie Managers
- Position is renewable upon review and application

Responsibilities

- Prepare and distribute Cookie Program materials
- Plan and conduct training with all Troop Cookie Managers, new and returning
- Obtain all Troop Product Program Manager Agreements from troops participating in the product program. *There must be a signed manager agreement before any materials are released to troops.*
- Instruct troops on the importance of adhering to the start date for the Girl Scout Cookie Program
- Collect all troop forms within my service unit and accurately compile a comprehensive service unit order; check all troop orders for correct information; submit all information required in paperwork and the eBudde online ordering system to council on or before scheduled deadlines
- Secure a proper delivery site for service unit cookie delivery
- Coordinate the service unit cookie delivery and contact all Troop Cookie Managers with pick-up information
- Communicate regularly with Troop Cookie Managers
- Work closely with the council throughout the sale to obtain answers to any questions or concerns from troops
- Collect all information (paperwork, payments, etc.), from troops on or before the scheduled deadlines and submit to council
- Sort, divide and distribute rewards to troops within a reasonable time upon receipt
- Conduct responsibilities with financial integrity and keep simple records of the cookie program
- Motivate adults and girls to set and achieve their goals
- Possess the capability to communicate and cooperate with a variety of people
- Respect all council deadlines and policies
- Be a self-motivated individual and possess administrative, organizational, financial and computer skills with online access

- Be willing to provide council and Troop Cookie Managers with accurate contact information that includes telephone numbers, and other ways to be reached during the sale
- Have an understanding of Girl Scout Cookie Program goals, procedural expectations of the program, and safety guidelines
- Be willing and able to utilize the eBudde and Digital Order Card (DOC) online ordering system throughout the sale

Expectations of All Service Team Volunteers

- Complete all required SU position-based training within 60 days of formal appointment
- Participate in ongoing learning opportunities for continuous growth in position
- Display a positive, enthusiastic attitude that reflects the acceptance of the mission, vision, and goals of GSUSA and Girl Scouts Heart of the South
- Be a positive representative of the Girl Scout Promise and Law
- Serve as a mentor for girls by modeling positive attributes such as reliability, respect for others, inclusiveness, and a positive attitude
- Remain informed about and comply with policies, procedures, and guidelines of Girl Scouts Heart of the South and GSUSA
- Demonstrate sound judgment, flexibility, organization, delegation, communication, and prioritization skills
- Value diversity and inclusion and help others understand and embrace it
- Support, promote, and maintain a commitment to and knowledge of the Girl Scout Leadership Experience and National Program Portfolio (petals, badges, Journeys, and other leadership awards)
- Ensure any requested/required forms and reports are submitted to council by appropriate due dates.
- Ensure positive visibility and awareness of Girl Scouting in the community
- Create an atmosphere of appreciation within the service unit using both informal methods and more formal GSUSA and GSHS Adult Volunteer Awards & Recognitions
- Adhere to the policies of the Girl Scouts and promote Girl Scouting in a positive manner to the public as well as to all internal and external customers
- Have access and the ability to communicate via phone, internet and email

Marketable Skills

Leadership	Flexibility
Critical Thinking	Organization
Mentoring	Attention to Detail
Teamwork	Training

Qualifications

- Must be at least 18 years old
- Must be in good standing with the Girl Scouts Heart of the South

- Be a registered adult member of Girl Scouts of the United States of America (GSUSA) and have a current Criminal Background Check on file
- Accept and adhere to the purpose and principles of the Girl Scout movement and the goals of GSUSA and the Girl Scouts Heart of the South