

## **Volunteer Position: Service Unit Cookie Coordinator**

### **Summary**

The Service Unit Cookie Coordinator (SUCC) 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
- Respect all council deadlines and policies
- 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 program
- Plan and conduct training with all Troop Cookie Managers, new and returning. Provide contact information so that you are reachable during the program
- Ensure all troops have submitted the required manager agreement, ACH, bank information, and have two fully screened troop volunteers
- Collect all information (paperwork, payments, etc.), from troops on or before the scheduled deadlines and submit to council
- Instruct troops on the importance of adhering to the start date for the Cookie Program
- Check all troop orders for correct information; accurately compile a comprehensive service unit order for both product and rewards; submit all information required in the eBudde online ordering system on or before scheduled deadlines
- Coordinate the service unit cookie delivery and contact all Troop Cookie Managers with pick-up information. If participating in Count-N-Go, make sure troops have registered for a pick-up time to receive their cookies
- Communicate regularly with Troop Cookie Managers
- Work closely with the council throughout the program 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 records of the cookie program

#### **Expectations of All Service Team Volunteers**

- Complete all required SU position-based training
- Serve as a mentor for girls by modeling positive attributes such as reliability, respect for others, inclusiveness, and a positive attitude. Be a positive representative of the Girl Scout Promise and Law
- Remain informed about and comply with policies, procedures, and guidelines of Girl Scouts Heart of the South and GSUSA with a positive and enthusiastic attitude
- 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 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

#### **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