

Product Program Supervisor: Cookie Cupboard Volunteer Position Description

Purpose

- Manages the service unit cookie cupboard. Works directly with the cookie program supervisor, troop volunteers, and council staff.

Responsibilities

- Works closely with the product program team to maintain cookie inventory and immediately notifies product program team of any problems or concerns.
- Places the initial cupboard cookie order in the online platform (Smart Cookies) and accepts delivery of cookies.
- Safely houses the cookie inventory for the service unit during phase 3 of the Cookie Program, following the guidelines from the product program team.
- Communicates with product program team on a weekly basis about inventory, reorders, and delivery needs.
- Manages planned orders in Smart Cookies and ensures cookies are available for troop pickups during cookie booth season.
- Records cupboard transactions in Smart Cookies in a timely manner.
- Recommended: Attends service team meetings and provides updates on the status of the cookie cupboard and additionally as requested.
- Recommended: Attends leader meetings, especially during the months of the Cookie Program, to share updates and answer questions as needed.

Required Qualifications

- Registered and approved Girl Scout volunteer, at least 18 years of age, who lives the values of the Girl Scout philosophy and adheres to GSME policies and ways of work.
- Knowledgeable and versed on GSME policies as stated in the Volunteer Handbook and Service Team Handbook.
- Good organizational and inventory management skills.
- Work productively & respectfully with people of diverse cultures, abilities, personalities, ages & backgrounds.
- Adaptable and able to remain flexible and tolerant in response to changing situations and environments.

Desired Qualifications

- Strong understanding of the Foundational Girl Scout Experience and how it relates to the Cookie Program.
- Experienced with the online cookie platform.
- Effective oral, writing and reading skills—express ideas and facts clearly and accurately.