

Product Program Supervisor: Cookies Volunteer Position Description



Purpose

- Point person for the Cookie Program for the service unit. Works directly with troop leaders, Juliette mentors, the service team, and council staff.

Responsibilities

- Supports volunteers and Juliette mentors before, during, and after the sale by: offering training and distributing materials in a timely manner; answering questions when possible and asking the product program team for direction when needed; facilitating the receipt and distribution of the cookie shipment and rewards; assisting troops with organizing their booth sales.
- Manages and maintains the online platform (Smart Cookies) for the service unit. Assists leaders with log-in issues and entering troop orders if needed.
- In collaboration with the service team during the Plan for Success, builds a strategy for sharing and promoting the Cookie Program within the service unit.
- Trains local volunteers and Juliette mentors on all aspects of the Cookie Program including: what is the Cookie Program, why it is beneficial for girls to participate, what are the guidelines for participating, and how to use the online system.
- Attends service team meetings and provides updates on the status of the Cookie Program at service team meetings and additionally as requested.
- Attends leader meetings, especially during the months of the Cookie Program, to share updates, celebrate successes, 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.
- Attends required Cookie Program training (generally held each year in late fall/early winter) and meetings as needed with the product program team.
- Required Training: “Let’s Plan Events” if planning a cookie rally.
- Good organizational, financial, and computer skills, including familiarity with the online cookie system.
- Aptitude for coaching other volunteers to help them effectively manage their troops’ or Juliette(s)’ participation in the Cookie Program.
- Strong understanding of the Foundational Girl Scout Experience and how it relates to the Cookie Program.
- Work productively & respectfully with people of diverse cultures, abilities, personalities, ages & backgrounds.
- Effective oral, writing and reading skills—express ideas and facts clearly and accurately.
- Adaptable and able to remain flexible and tolerant in response to changing situations and environments.

Desired Qualifications

- Enthusiasm for sharing and promoting vibrant communication within the service unit regarding the Cookie Program, such as sharing Facebook posts, flyers, crafting emails, etc.
- Familiarity with Microsoft Excel and Adobe Acrobat.