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.