 Cookie Program SU Director

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| **Purpose** | | | **Accountable To** | | **Term** | |
| To be the trainer, the resource, the helper, and the cheerleader for troops during the Girl Scout Cookie Program | | | Service Unit Volunteers and Troop Support and Recruitment Department | | Each Product Season Appointed by Service Unit Volunteers May be reappointed based on performance | |
| **Responsibilities** | * Be the primary point of contact for assisting Troops and girls during cookie season * Sort and distribute program materials to Troop Coordinators * Assist with data entry of Troop information * Verify that Troop Coordinators have distributed cookies down to the girls and that their on-hand inventory is correct * Verify Troops have ordered recognitions for the girls | | | | | |
| **Other Responsibilities** | * Participate in the Council Cookie Product Program Training * Verify Troop Coordinators have entered their initial orders into online platform * Maintain communication with the Product Program Department * Set a Service Unit goal and discuss with Service Unit Team the SU proceeds * Obtain a roster of all registered and active troops in your Service Unit * Be supportive and practice excellent communication skills with Troop Coordinators * Communicate to Council if assistance is needed | | | | | |
| **Required Qualifications** | * Registered & screened Girl Scout volunteer, at least 18 years of age, who lives the values of the Girl Scout philosophy * Ability and desire to work with and serve people from diverse backgrounds * Adheres to Council policies * Able to maintain confidentiality when sensitive issues arise * Knowledgeable and versed on Council financial policies as stated in *Volunteer Essentials* and *Safety Activity Checkpoints* * Good oral, verbal and written communication - express ideas and facts clearly and accurately | | | | | |
| Your appointment to the above position begins on and will continue to September 30, 20 | | | | | | |
| Service Unit | | Printed Name | | Signature | | Date |
| Appointed by | | Printed Name | | Signature | | Date |

*\*This position can be shared*