 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
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| **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
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| **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
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| 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*