



Girl Scouts.

Service Unit Cookie Consultant Volunteer Staff Position Description

Girl Scouting is a comprehensive, non-formal educational program for girls ages 5 through 17. Girl Scouting builds girls of courage, confidence, and character, who make the world a better place. Adults of all ages and backgrounds make Girl Scouting possible and gain personal satisfaction and growth by helping girls succeed.

PURPOSE OF POSITION:

To provide the leadership and management of the annual cookie sale within an assigned geographic unit. To ensure all girls in the service unit have an opportunity to grow as a result of participating in the sale.

QUALIFICATIONS:

- Registered member of Girl Scouts of the U.S.A. and at least 18 years of age.
- Be willing to follow and complete the volunteer staff appointment process as set by Girl Scouts of Western Ohio.
- Be willing to carry out the position and exhibit behavior consistent with the framework of policies, procedures, and standards of the council and Girl Scouts of the U.S.A. (Refer to *Blue Book of Basic Documents*, *Safety-Wise*, and *Volunteer Resource Guide*.)
- Be willing to complete a background check.
- Be willing to take training related to the position.
- Understand and be able to apply the Girl Scout program and design.
- Be willing to work in ways that will encourage participation in Girl Scouting by all girls and adults regardless of race, creed, color, religion, ethnicity, physical ability, national origin, or socioeconomic status.
- Have basic mathematical skills.
- Be dependable, honest, and trustworthy
- Be comfortable training groups and individuals and managing the work of others.
- Be willing to use discretion in all confidential matters.
- Be detailed-orientated and organized with willingness and ability to meet deadlines.

TERM OF APPOINTMENT:

One (1) year, including option for reappointment after annual performance evaluation. Time commitment is October through June.

ACCOUNTABILITIES:

Incumbent is accountable for, but not limited to:

- **Attend service unit cookie consultant training** provided by staff members.
- **Collect and submit all names** of troop cookie consultants to the council office by the deadline.
- **Plan and conduct troop cookie consultant training for all registered volunteers**, including presentation of cookie program activities and distribution of cookie sale materials.
- **Interpret and promote the sale** as a valuable program activity for girls which also provide important funding.
- **Provide troops with information and program support** regarding product sales and safety standards of Girl Scouts of the U.S.A. and Girl Scouts of Western Ohio; ensure each troop cookie consultant adheres to cookie sale procedures and established timelines.
- **Report regularly to the product sales manager** on progress and problems encountered.
- **Assist troop cookie consultants and leaders** with problem-solving.
- **Receive, reconcile, and summarize** troop paperwork. Submit all forms, evaluations, and appropriate reports to the Girl Scout office by the deadline; follow-up with troops that are delinquent.
- **Assist troop cookie consultants** in coordinating the transfer of cookies during the sale
- **Accept delivery of and distribute awards** to troops within thirty days of receipt.

APPOINTED AND MANAGED BY: Product Sales Manager

SUPPORTED BY: Product Sales Manager, Service Unit Manager, and Registrar