

**GIRL SCOUTS OF THE DESERT SOUTHWEST
OPERATIONAL VOLUNTEER POSITION DESCRIPTION
SERVICE UNIT MEMBER**



GIRL SCOUT SERVICE UNIT COOKIE MANAGER

PURPOSE OF POSITION: To manage and administer Girl Scout Cookie program to all participating troops in the service unit.

ACCOUNTABILITY: One year beginning in August. The position is appointed by Council Product Sales Director with input from Membership Manager.

QUALIFICATIONS:

- Must be in good standing with the Girl Scouts of the Desert Southwest.
- Be a registered member of Girl Scouts of the United States of America and at least 18 years of age.
- Volunteer application, Criminal Background Check, and current Code of Conduct on file at Council office.
- Accept and adhere to the purpose and principles of Girl Scouting, GSUSA and the Council.
- Demonstrate strong organizational skills, problem solving, supervisory skills, effective time management, and interpersonal skills, written and verbal communication.
- Have a good working knowledge, acceptance, and willingness to promote Council’s goals, objectives, and policies.
- Ability and willingness to make decision, delegate responsibility, and work with adults from diverse backgrounds.
- Have at least one year experience with the Girl Scout Cookie product program.
- Have strong computer skills to ensure accurate and consistent data entry.

RESPONSIBILITIES:

- Attend Council training for Girl Scout Cookie program.
- Protect GSDSW assets (product, monies, and documents) at all times.
- Work with Service Unit registrar to verify that all participating troops are registered.
- Coordinate and conduct training session for troop coordinators to include:
 - Girl safety
 - Goal Setting individual girl goals and troop goal
 - Entering orders on website for both product and awards
 - Distribution of product to troops, parents, and girls and the importance of issuing receipts
 - Money collection and banking instructions and the importance of issuing receipts
 - Encourage and instruct troop coordinators to make frequent deposits
 - Booth coordination (work with Service Unit Booth Coordinator)
 - All deadlines and submission of final reports
- Conduct meetings with troop coordinators to verify orders on website and collect documents.
- Make appointments with Council Product Sales Director and/or Manager to submit and verify all troops’ orders, documents, final reports, deposits slips, and award orders. Verify total deposits equal total product procedures.
- Maintain continuous communication with Service Unit Team and membership on deadlines and progress.
- Be available to pick up/receive and distribute troops’ product and award orders. Issue receipts for any and all product, awards, and money.
- Promptly report discrepancies and defalcations to GSDSW.
- Assume full responsibility for product, money, awards, and documents while in your possession.
- Promote and attend Service Team, Service Unit, Area Association and Annual Meetings.

By signing below, I affirm that I have read and understand the information above and agree to fulfill the responsibilities for this position.
I fully understand that failure to turn in all monies and related documents on time may result in collection procedures up to and including prosecution as allowed by law. In the event of delinquency, payment of all amounts owed is due to the Girl Scouts of the Desert Southwest – Southern New Mexico & West Texas, Inc. at their office at 9700 Girl Scout Way, El Paso, TX 79924.

Troop #: _____ Service Unit: _____ Telephone # _____

Printed Name: _____ Email: _____

Signature: _____ Date: _____