

**GIRL SCOUTS OF THE DESERT SOUTHWEST  
OPERATIONAL VOLUNTEER POSITION DESCRIPTION  
TROOP POSITION**



**GIRL SCOUT TROOP COOKIE COORDINATOR**

**PURPOSE OF POSITION:** To manage and administer Girl Scout Cookie Program to all girls within their troop.

**ACCOUNTABILITY:** One year beginning in October. This position is appointed by Troop Leader with input from Council Product Sales Director and/or Manager and 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, and effective time management.
- Have a good working knowledge, acceptance, and willingness to promote Council's goals, objectives, policies and procedures.
- Ability and willingness to make decision, delegate responsibility, and work with adults from diverse backgrounds.
- Have strong computer skills to ensure accurate and consistent data entry.

**RESPONSIBILITIES:**

- Attend service unit/council training for Girl Scout Cookie program.
- Protect GSDSW assets (product, monies, and documents) at all times.
- Coordinate troop meeting to provide instruction to parents and girl members to include the following:
  - Girl safety
  - Goal setting, individual girl goals as well as a troop goal
  - Promote leadership experience outcomes; reference cookie activity meeting
  - All deadlines for submission of orders and money
  - Distribution of product and awards and the importance of receipts
  - Money collection and cash management procedures
  - Ordering and distribution of girl awards
  - Booth Sales
  - Gift of Caring program
  - GSDSW collection procedures for delinquencies /NSF
- Enter all required data on ABC's SNAP website: troop contact, girl names, orders, payments, deposits, and final reports.
- Work with Service Unit Cookie Booth Coordinator and SNAP website to schedule cookie booth sales.
- Submit girl permission slips, troop product and award orders, and required documents to Service Unit Cookie Manager by established due date
- Pick up and distribute product and awards appropriately.
- Issue signed receipts for all transactions of awards and money.
- Keep accurate records and copies of troop documents and all deposit slips.
- Document and report all Girls with delinquent balances.
- Meet with Service Unit Cookie Manager to submit and verify all final reports, deposit slips, any delinquent girl information, evaluation, and other documents, product, or awards as needed.
- Assume full responsibility for product, money, awards, and documents while in your possession.
- Failure to turn in all monies and related documents on time may result in charges and prosecution as allowed by law.
- Prevent troop delinquencies by submitting complete, accurate reports and deposit slips within given deadline.

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: \_\_\_\_\_