



VOLUNTEER POSITION DESCRIPTION
AREA COOKIE PROGRAM COORDINATOR

SUMMARY:

The Area Cookie Program Coordinator will effectively manage, plan and promote the Cookie Sale Program in local county/area. They will act as facilitator between Troop Cookie Coordinators, (TCCs), the Regional Cookie Manager (RCM), and the Product Sales Department.

TERM OF APPOINTMENT:

The Area Cookie Program Coordinator is appointed from October-May

ACCOUNTABILITY:

The Area Cookie Program Coordinator is accountable to the Regional Cookie Manager and Product Sales staff.

RESPONSIBILITIES:

- Will provide support and direction to Troop Cookie Coordinators and work with Rally Coordinators, Booth Coordinators and Cupboard Coordinators to meet area cookie sale goals and ensure sale is conducted as effectively as possible.
- Attend area meetings before, during and after sale as appropriate to provide updates and to obtain feedback from troops regarding the Cookie Sale Program.
- Conduct all TCC trainings for your troops by Dec. 1, 2019 and conduct make-up training for Troop Cookie Coordinators (TCCs), by December 8, 2019 if needed.
- Ensure that TCCs and/or Leaders receive 2020 Cookie Sale Program information, materials and take a training before participating in the sale.
- Work with membership staff to ensure that each troop and girl participating in the Cookie Sale Program is registered.
- Ensure each Troop Cookie Coordinator is registered, coded to this position in MyGS and has an up to date, approved background check on file before given access to Smart Cookies and allowed to place orders.
- Verify with each troops that a signed Parent Permission Slip has been submitted online for each girl participating in the 2019 Cookie Sale Program.
- Distribute cookie merchandise to troops.
- Make arrangements for initial cookie delivery, including recruiting volunteers and finding a location and communicating this by the deadline to the Product Sales staff.
- Account for every case delivered and picked up at Initial Delivery and obtain an authorized troop signature from each troop at Initial Delivery. Keep the signed ticket to turn in to the Regional Cookie Manager.
- Ensure that area troops' initial orders, payments and transfers are entered in *Smart Cookies* by due dates.
- Reconcile troop orders, payments, pickups and transfers in *Smart Cookies* by the due date.
- Ensure all area recognitions are accounted for and undamaged. Report any missing items or damages to Product Sales within 1 week of receipt.
- Distribute all recognitions to troops within 2 weeks of receipt.

QUALIFICATIONS AND CORE COMPETENCIES:

Girl-led Focus: Empower, encourage, and guide girls and volunteers to understand Girl Scouts' girl-led, learn-by-doing and cooperative approach to developing a girl's leadership skills.

Personal Integrity: Serve as a role model for volunteers guided by the Girl Scout Mission, Promise and Law - modeling reliability, dependability, honesty, credibility, respect for others, respect for self, inclusivity, positivity and a spirit of collaboration.

Adaptability: Adjust, modify own behavior and remain flexible and tolerant in response to changing situations and environments.

Oral Communication: Practice positive communication skills and express ideas clearly and accurately.

Foster Diversity: Understand, respect and embrace individual differences.

Additional Requirements:

- Registered member of GSUSA and a valid background check.
- Completion of any required training assigned and provided by GS-NCCP and GSUSA.
- Email, internet, and texting capabilities for consistent and effective communication, document sharing and research.

I accept the volunteer position responsibilities and will adhere to the qualifications listed above for the term of appointment unless my volunteer service is terminated earlier by the Council in its sole discretion. I agree and understand that during my appointment as a volunteer of GS-NCCP that I am volunteering and I am not entitled to any payment or compensation for the services which I render to GS-NCCP or on GS-NCCP's behalf and I further understand that by serving in this volunteer position I am not an employee or an independent contractor of GS-NCCP.

Area Cookie Program Coordinator Printed Name: _____

Area Cookie Program Coordinator Signature: _____

VOLUNTEER POSITION DESCRIPTION AREA COOKIE PROGRAM COORDINATOR AGREEMENT	
INITIAL:	I received a copy of the 2019 Area Cookie Coordinator Position Description. I accept and can fulfill the responsibilities as described in the position description.
INITIAL:	<u>I understand that Girl Scout Cookies cannot be returned and will communicate this clearly to troops in my area.</u>
INITIAL:	I will ensure that all troop cookie money for my area is deposited into the bank accounts on or before the given deadlines.
SIGNATURE:	

Name (Print):		Date:
Appointment Term:	October 2019- May 2020	
Troop Number:	County:	Area:
Home Phone:	()	Work Phone: ()
Cell Phone:	()	
Email Address:		
Street Address (no PO Boxes):		
City:		ZIP:
Driver's License # OR SSN:		State of License:
Employer:		
Address:		