



**VOLUNTEER POSITION DESCRIPTION
 COOKIE CUPBOARD COORDINATOR**

SUMMARY:

The Cookie Cupboard Coordinator is in charge of a satisfactory storage facility (Cupboard) to hold all cookies required for cookie sales. They will oversee the inventory, place orders and coordinate pick-ups with all the troops in the area and keep accurate and balanced inventory in the Smart Cookies site.

TERM OF APPOINTMENT:

The Cookie Cupboard Coordinator is appointed from December – March.

ACCOUNTABILITY:

The Cookie Cupboard Coordinator is accountable to the Director of Product Sales and Product Sales staff.

RESPONSIBILITIES:

- Complete Cookie Cupboard Coordinator training, including cookie online system (Smart Cookies) training, with Director of Product Sales.
- Keep cookies in a secure, clean, cool, dry environment that is not accessible to animals, moisture or any conditions that would be detrimental to the quality of the cookies.
- Establish days and times cupboard will be open and communicate cupboard schedule and location to Product Sales Department and assigned troops.
- Count initial cupboard order upon confirmation that order is not damaged and is complete. Sign delivery ticket and retain copy for records.
- Fill out a separate receipt (M-8X tickets) for each troop cupboard order. **Obtain an authorized signature from Girl Scout troop representative on M-8X receipt when cookies are picked up.**
- Approve troop planned orders or do necessary transfers from the cupboard to troops in Smart Cookies to maintain correct inventory for the cupboard and troops.
- Remain informed about and comply with all current policies, procedures and guidelines of Girl Scouts-North Carolina Coastal Pines and GSUSA.

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.

Cookie Cupboard Coordinator Printed Name: _____

Cookie Cupboard Coordinator Signature: _____

Appointment Term: _____ to _____

Date: _____ Area of Service: _____