



VOLUNTEER POSITION DESCRIPTION AND AGREEMENT
COOKIE BOOTH COORDINATOR

SUMMARY: Cookie Booth Coordinator will effectively oversee the securing and coordinating of all the cookie booths for troops. They will ensure cookie booths are set up at high foot traffic locations so girls and troops have the opportunity to learn how to interact with the public while selling cookies. While the Cookie Booth Coordinator only secures booths in their own designated county/area, the booths are for all troops in our council not just troops in that particular county or area alone.

TERM OF APPOINTMENT: The Cookie Booth Coordinator is appointed from November – March.

ACCOUNTABILITY: The Cookie Booth Coordinator is accountable to the Product Sales Manager and Area Cookie Coordinator.

- RESPONSIBILITIES:**
- Attend the webinar training in October.
 - Work with Area Cookie Program Coordinator at Cookie Sale training to train troops on cookie booths.
 - Make arrangements November-January with individual stores to allow Girl Scout troops to set up cookie booths.
 - Enter cookie booth opportunities into cookie program management system (*Smart Cookies*) prior to the Cookie Booth Lottery.
 - Approve/deny Troop Secured Booths in the Smart Cookies system January-March.
 - Assist and support troops per booths January-March.
 - 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 Booth Coordinator Printed Name: _____

Cookie Booth Coordinator Signature: _____

Appointment Term: _____ to _____

Date: _____ Area of Service: _____