girl scouts of eastern missouri

ROLE DESCRIPTION

Title: **Neighborhood Cookie Manager**

Purpose of the position: To conduct the annual Council Cookie Program within a neighborhood

Accountability: Appointed by the Neighborhood Team Chair; accountable to the District Cookie Manager

Resource person: District Cookie Manager

Staff/ Department: Director, Product Sales

Terms of appointment: One year, renewable at the discretion of the Neighborhood Team Chair.

Time Commitment: 20 hours per year

Responsibilities:

- Takes appropriate training within first year of holding this position
- Attends Neighborhood Association Meetings to promote the Cookie Sales activity
- Holds training meeting for the Troop Cookie Managers with CDM
- Explains Council cookie sale policies, standards and procedures
- Is available to help Troop Cookie Managers
- Answers phone calls from parents and/or customers regarding the sale
- Receives and enters troop cookie orders on computer or recruits someone to do so. Submits forms and disk to District Cookie Manager after sending copies to the Girl Scout Service Center.
- Receives paperwork from Troop Cookie Managers, complies neighborhood reports and submits to District Cookie Manager
- Receives and distributes rewards to troops.
- Documents delinquent accounts
- Evaluates the sales and makes recommendations

Requirements of the position:

- Meets membership requirements
- Abides by national and local Girl Scout policies, standards and procedures
- Must have Internet connection and email address
- Administers cookie sales policies, standards and procedures as established by the council finance committee

Knowledge and skills required:

- Understanding of the general program and philosophy of Girl Scout fundraising
- Administrative skills
- Human relation skills
- Accuracy in handling money
- Initiative and sound judgment
- Ability to adhere to a schedule

Training Required:

- Neighborhood Cookie Manager Training
- Girl Scouting 101
- Intro to Girl Scouting