girl scouts of eastern missouri

ROLE DESCRIPTION

Title: **District Cookie Manager**

Purpose of the position: To administer the annual Council Cookie Program within a district.

Accountability: Appointed by the District Chairman; accountable to the Director, Product Sales.

Staff/ Department: Director, Product Sales

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

Time Commitment: 10 hours per year

Responsibilities:

- Attends District Committee Meetings to promote the Cookie Program
- Attends and plans Neighborhood Cookie Manager (NCM) training
- Trains NCM and assists, as needed
- Directs and coordinates the work of the Neighborhood Cookie Manager
- Acts as a support system for the Neighborhood Cookie Manager
- Available during key points of the program, responding to cookie phone calls in a timely manner
- Monitors district input of data into the software
- Acts as, and/or recruits site(s) for District Cookie Cupboard(s) and assists as needed
- Contacts and continues documentation of all delinquent accounts
- Submits all Final Paperwork Information Reports and receipts to Council staff
- Evaluates the sale and makes recommendations

Requirements of the position:

- Must have access to the Internet and an email address
- Meets membership requirements
- Abides by national and local Girl Scout policies, standards and procedures
- Administers Cookie Program 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 to include keyboarding skills
- Human relations skills
- Initiative and sound judgment
- Ability to adhere to a schedule
- Basic computer knowledge or willingness to learn

Training Required:

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