

POSITION DESCRIPTION

Title: **District Cookie Mentor**

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

Accountability: Accountable to the District Manager; Director, Product Programs

Staff / Department: Product Programs

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

Responsibilities:

- Attends District Committee meetings to promote the Cookie Program
- Attends the Neighborhood Cookie Manager training
- Trains Neighborhood Cookie Managers 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 phone calls and emails in a timely manner
- **Monitors district input of product orders, delivery, transfers, deposits and rewards in the software and submits at the district level**
- Contacts and continues documentation of all delinquent accounts
- Receives paperwork from Neighborhood Cookie Managers, compiles district reports and submits to Council Staff on designated date
- Evaluates the program and makes recommendations

Requirements of the position:

- Must be a registered Girl Scout
- Must be in good financial standing
- Must have access to the Internet to include an email address
- 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 basic Microsoft Office
- 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 Mentor Meeting