Neighborhood Cookie Manager Role Description

**Purpose:** To facilitate implementation of the Girl Scout Cookie Program within the Neighborhood

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

**Department:** Product Programs

**Term:** One year, renewable at the discretion of the Neighborhood Manager

**Responsibilities:**
- Attend required Council Cookie Manager training each year while in this position
- Attend Neighborhood meetings to promote the Girl Scout Cookie Program
- Set up and conduct Council-provided Cookie Program training for the Troop Cookie Managers in their Neighborhood
- Ensure all Troop Cookie Managers in their Neighborhood are trained and have the resources they need to participate in the Cookie Program
- Communicate and explain Cookie Program policies, standards and procedures
- Provide support to Troop Cookie Managers and respond to phone calls and emails from volunteers and Council in a timely manner
- Become familiar with Cookie Program technologies, promote technologies to membership and assist Troop Cookie Managers in using technologies
- Monitor troop product orders, delivery, transfers, deposits and rewards in eBudde software, and perform final submissions for Neighborhood troops by deadline
- Receive, count/verify and distribute Cookie Program rewards to troops in an organized and timely manner
- Evaluate the program and make recommendations

**Qualifications:**
- Meet GSUSA adult membership requirements and be in good financial standing with Girls Scouts of Eastern Missouri
- Complete the appropriate training for the position
- Commit to speak and act in a manner consistent with the Girl Scout Mission, Promise and Law
- Ability to listen, plan and organize, adhere to deadlines, supervise adults, resolve conflict and motivate others; provide input tactfully and communicate effectively
- Knowledge of the Girl Scout program, Safety Activity Checkpoints, Volunteer Essentials and an understanding of the general philosophy of Girl Scout money-earning
- Access to a computer and the Internet and can use technology to communicate, process information and maintain records; experience working within eBudde and Digital Cookie preferred
- Comfortable communicating with adults and motivating them to comply with policies and procedures

**Training Required:**
- Neighborhood Cookie Manager training
- Review of CloverGo onboarding training