

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 Manager; accountable to the District Cookie Mentor

Resource person: District Cookie Mentor

Staff / Department: Director, Product Programs

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

Responsibilities:

- Takes appropriate training every year while holding this position
- Attends Neighborhood Association Meetings to promote the Cookie Program
- Holds training meeting for the Troop Cookie Managers with VSC
- Explains Council Cookie Program policies, standards and procedures
- Available during key points of the program, responding to phone calls and emails in a timely manner
- **Monitors troop input of product orders, delivery, transfers, deposits and rewards in the software**
- Receives paperwork from Troop Cookie Managers, compiles neighborhood reports and submits to District Cookie Mentor on designated date
- Documents delinquent accounts
- Receives and distributes rewards to troops
- Evaluates the program and makes recommendations
- Ensures receipt of Accountability Form from every TCM

Requirements of the position:

- Must be a registered Girl Scout
- Must be in good financial standing
- Abides by national and local Girl Scout policies, standards and procedures
- Must have internet connection and email address
- 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

Training Required:

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