



Neighborhood Cookie Manager Role Description

Purpose: To facilitate implementation of and support troops during the Girl Scout Cookie Program within the Neighborhood

Accountability: Appointed by the Neighborhood Manager; accountable to the District Manager and Girl Scout Product Programs and Membership Staff

Department: Product Programs

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

Responsibilities:

- Be a cheerleader for the troops in the Neighborhood- providing positive support and encouragement to troops during the cookie season
- Attend required Council Cookie Manager training each year while in this position
- Attend Neighborhood meetings to promote the Girl Scout Cookie Program
- Ensure all Troop Cookie Managers in their Neighborhood complete training and have the resources they need to participate in the Cookie Program
- Stay current on Girl Scout Cookie Program policies, standards and procedures and be able to communicate and explain them to volunteers
- 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 technology, promote to membership and assist Troop Cookie Managers in using the technology
- Assist troops in finalizing product orders, delivery selection, product transfers and rewards in eBudde, and perform final product and reward submissions for Neighborhood troops by deadlines
- Receive, count, verify and distribute Cookie Program rewards to troops in an organized and timely manner
- Evaluate the program and make recommendations to Product Programs staff

Qualifications:

- Meet GSUSA adult membership requirements, including current membership and current approved background check
- No current "No Funds Handling" restriction and good financial standing with Girl Scouts of Eastern Missouri
- Complete annual 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; must opt in to receive email communication through eBudde
- Experience working within eBudde and Digital Cookie required
- Comfortable communicating with adults and motivating them to comply with policies and procedures

Training Required:

- Neighborhood Cookie Manager training (annual)
- Assigned eBudde and Digital Cookie training modules
- Review of CloverGo onboarding training