

Volunteer Position Description

Volunteer Position: Troop Cookie Advisor

Summary of Position: Oversee and promote the annual Girl Scouts of Eastern Massachusetts Cookie Sale for a troop by distributing cookies and recognitions, keeping accurate financial records, and making Cookie Sale payments as required.

Term of Appointment: About 6 months

Duties/Responsibilities:

- Educate girls and troop adults about cookie program and procedures.
- Develop sale goals with girls and troop volunteers.
- Accept financial responsibility of products received until they are signed for and received by family adults.
- Receive cookies from the delivery site location and distribute girls and families.
- Maintain troop records and receipts on all cookie transactions and finances.
- Enter girl and troop sale data into on-line database.
- Assist Troop Treasurer with collecting and depositing the girls' cookie sales payments into the troop bank account.
- Accept financial responsibility to pay the council from troop account on behalf of the troop.
- Pursue delinquent girl accounts, notifying GSEM and SU Cookie Manager.
- Meet all GSEM and Service Unit cookie sale order and payment deadlines.
- Communicate with Service Unit Cookie Manager as needed.
- Operate the Cookie Sale in adherence to guidelines and policies of GSEM and GSUSA's Volunteer Essentials and Safety Activity Checkpoints.
- Maintain confidentiality on behalf of the Girl Scout organization.

Qualifications:

- Become a registered member of Girl Scouts.
- Agree to a criminal background check in compliance with state law.
- Accept the Girl Scout commitment to work with all without regard to race, ethnicity/culture, religion, socio-economic-status, gender, sexual orientation or differing abilities.
- Work cooperatively with girls and adults, including staff, volunteers, and families.
- Positive attitude that reflects the acceptance of the mission and goals of GSUSA and GSEM.
- Basic computer knowledge; willing to learn online data base system.
- Access to internet, ideally with a PC that uses Internet Explorer.
- Ability to keep accurate financial records and meet scheduled deadlines.

Reports to: Service Unit Cookie Manager

Required Training:

- Service Unit's Cookie Training