

**Term:** 1 year—may be reappointed after evaluation.

**Summary:** Service Unit Cookie Coordinator will coordinate and direct the annual Girl Scout Cookie Program at the service unit level.

**Appointed by and reports to:** Service Unit Manager and Council Product Manager

**Support:** The Service Unit Cookie Coordinator will get full support, guidance, and encouragement from council staff, the service unit and the service team.

**Responsibilities/Tasks:**

- Before order taking, hold a meeting with troop/group Cookie Chairs to distribute cookie packets, review volunteer position description, and train on troop materials and council procedures.
- Ensure that Troop/Group Cookie Chairs enter appropriate information into the Online Ordering System, fill out necessary forms, and submit to the Girl Scout Service Center by assigned deadline.
- Establish a point of delivery with other service units and coordinate troop/group cookie pick up.
- Ensure that Troop/Group Cookie Chairs have verified all orders in the Online Ordering System. Submit troop/group orders by the council-assigned deadline.
- Accept delivery of the service unit's recognition order to separate and distribute to troops/groups.

**Core Competencies--Required:**

- Registered adult member of Girl Scouts of the USA.
- Strong sense of organization.
- Ability to work well with people.
- Access to a computer.
- An understanding of finances.
- Attend training provided by Girl Scouts of Northern Illinois.
- Pass a criminal background check.

**2012 Dates:**

Order taking: January 3 - 22, 2012

Delivery to service units: February 13 - 17, 2012

Cookie Booth sales: February 24 - March 18, 2012

**Volunteer Agreement:**

---

Signature of Service Unit Cookie Coordinator

Date

---

Signature of Service Unit Manager

Date