

Volunteer Position Description/Agreement Service Unit Cookie Coordinator

The Service Unit (SU) Cookie Coordinator coordinates and directs the Girl Scout Cookie Program at the service unit level. The SU Cookie Coordinator receives support from the Service Unit Team, Girl Scouts of Northern Illinois (GSNI) Product Program Team and Member Engagement Specialist.

The SU Cookie Coordinator should be comfortable with promotion of troop and Girl Scout participation in the program, communication to assist troop volunteers to positively implement the program, managing product delivery, distribution of supplies and rewards, and using program software.

Responsibilities:

- Attend the SU Cookie Program training provided by GSNI Product Program Team annually. Complete any additional GSNI required trainings if applicable.
- Promote participation of Troops and Girl Scouts in the Girl Scout Cookie Program. Encourage understanding of benefits of program participation, including practical life skills, financial literacy, and entrepreneurial mindset.
- Implement Cookie Program for Service Unit. Complete requirements by deadlines.
- Communicate program details, procedures, and deadlines to participating troops in the service unit.
- Attend Service Unit Volunteer Meetings. Conduct program review/Q&A for Troop Cookie Chairs at a meeting.
- Distribute program materials to all eligible Product Ready troops and Girl Scout registered members.
- Assist Troop Cookie Chairs with eBudde and Digital Cookie, and questions throughout the program.
- Verify all troops have submitted initial orders and initial rewards in eBudde™ and submit for the service unit by the established deadline.
- Work with assigned partner service units to establish a location for cookie delivery. Attend delivery and secure volunteers to assist. Communicate procedures to troops in service unit.
- Assist Troop Cookie Chairs with procedures for cookie booths including ordering/pick up of additional cookies from cookie cupboards and reserving cookie booth locations.
- Verify all troops have submitted final reward orders in eBudde and submit for the service unit by the established deadline.
- Accept delivery of service unit's rewards order. Sort and distribute to troops in service unit in a timely manner.

Additional Requirements:

- Be a registered adult member of Girl Scouts of the USA (GSUSA) for the current membership year of the program with the role of Service Unit Fall Product Program Coordinator.
- Have a Girl Scouts of Northern Illinois (GSNI) background check on file.
- Completed required training(s) as assigned and provided by GSNI and GSUSA including the GSUSA Child Abuse & Neglect Prevention Training.
- Have knowledge of Girl Scouting, including Safety Activity Checkpoints and council policies.
- Be guided in all actions by the Girl Scout Mission, Promise and Law.
- Remain informed about and comply with current policies, procedures, and guidelines of GSNI and GSUSA.

Name _____

Address _____ City _____ Zip _____

E-Mail Address _____

Mobile Phone _____ Other Phone _____

As a Service Unit Cookie Coordinator, I agree to the above responsibilities.

Signed _____ Date _____