



Minnesota and Wisconsin River Valleys  
 St. Paul Service Center  
 400 Robert Street South  
 St. Paul, Minnesota 55107  
 651-227-8835 • 800-845-0787 Voice/TTY

# Volunteer Position Description

**Title:** 2007-2008 Troop Cookie Manager and/or Juliette Cookie Manager

**Reports to:** Service Unit Cookie Manager and Troop Leader

**Purpose of position:**

- To manage the Girl Scout Cookie Program Activity for a troop or for a Juliette

**Term of Appointment:** one year – renewable annually; *primary responsibilities from January 1 – March 30.*

**Accountabilities:**

- Follow procedures and meet due dates as directed in the Cookie Plan Book and other cookie program activity materials.
- Work with the troop leader to ensure all troop members are registered and each girl has a signed cookie program activity consent form.
- In conjunction with the troop leader use resources provided to guide girls through cookie program activity goal setting activities including setting troop goals, setting individual goals, tracking progress toward goals and evaluation of the program activity.
- Meet with girls and parents/guardians to explain procedures, start date and due dates, sales techniques, safety precautions, and cookie booth procedures.
- Arrange for the timely collection and distribution of consent forms, cookie order cards, cookies and recognitions.
- Assist the troop or Juliette with cookie booth sales and other direct sales.
- Manage the troop's/group's or Juliette's eBUDDE page including the placement of cookie and recognition orders.
- Collect, deposit and account for all money collected as directed in the Cookie Plan Book.
- Work with the service unit cookie manager to resolve any questions or issues.
- Follow Girl Scout policies, standards and practices.

**Qualifications required:**

- A current e-mail address, access to the Internet and familiarity with on-line data entry.
- Ability to work with adults and girls in a supportive manner.
- Ability to organize materials, keep accurate records, finalize details, and meet due dates.
- Ability to handle money in an appropriate and timely manner.
- Willingness to make necessary contacts via phone and e-mail.
- Ability to promote the Girl Scout Cookie Program Activity with enthusiasm and a positive attitude.

**Conditions for placement:**

- Accept the beliefs and principles of the Girl Scout Movement.
- Respect and appreciate the diversity of religious, racial, ethnic, social, economic and special needs groups.
- Register as a member of the Girl Scouts of the USA.
- Complete a Girl Scout volunteer application (required only once).
- Be willing to learn and follow Girl Scout policies, standards, procedures and guidelines.

**Training expected:**

- Attend an information/training meeting scheduled by your service unit cookie manager (required annually).
- Volunteers are encouraged to attend orientation and cultural diversity training when offered.

*I have read and understand the position description above and I am willing to serve in this volunteer position. I understand that if I do not carry out my duties as described, I may be released from this position before my term is complete.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Troop Number \_\_\_\_\_

*one copy – council office*

*second copy – volunteer*