girl scouts of eastern missouri

POSITION DESCRIPTION
Product Sales

Title: **Council Cookie Manager**

Purpose of the position: To coordinate the annual Council Cookie Program.

Accountability: Appointed by and accountable to the Director, Product Sales.

Staff: Director, Product Sales

Terms of appointment: One year.

Responsibilities:

- Works with Council staff to administer cookie sale standards and procedures as established by the Council Finance Committee
- Directs and coordinates the work of District Cookie Managers
- Assists District Cookie Managers, when necessary, to promote the Cookie Program
- Assists Director, Product Sales, at Cookie Program Training Meetings for District and Neighborhood Cookie Managers
- Available to answer questions from District Cookie Managers, Neighborhood Cookie Managers, parents and the community regarding the Cookie Program
- Attends Fall Field Committee Meeting to inform District Chairs of the Fall Product Activity
- Works with District Cookie Managers to evaluate the results of the Cookie Program

Requirements of the position:

- Meets membership requirements
- Abides by national and local Girl Scout policies, standards and procedures
- Attends Evaluation Meeting with District Cookie Managers
- Must have Internet connection and email address

Knowledge and skills required:

- Ability to promote Girl Scouts of Eastern Missouri (GSEM) Cookie Program
- Ability to work with people and willingness to make phone calls
- Initiative and sound judgment
- Understanding of the general program and philosophy of Girl Scout fund raising
- Knowledge of *Safety Activity Checkpoints* and *Volunteer Essentials*
- Knowledge of other available Girl Scouts of the USA and GSEM resources that provide information pertaining to current policies, standards and procedures relevant to the duties of the position