



Girl Scouts.

Troop Cookie Consultant Volunteer Staff Position Description

Girl Scouting is a comprehensive, non-formal educational program for girls ages 5 through 17. Girl Scouting builds girls of courage, confidence, and character, who make the world a better place. Adults of all ages and backgrounds make Girl Scouting possible and gain personal satisfaction and growth by helping girls succeed.

PURPOSE OF POSITION:

To work in partnership with girls, leaders, service unit cookie consultant and other adults during the annual cookie sale ensuring that girls in the troop have an opportunity to grow as a result of participating in the sale.

QUALIFICATIONS:

- Be a registered member of Girl Scouts of the U.S.A. and at least 18 years of age.
- Be willing to follow and complete the volunteer staff appointment process as set by Girl Scouts of Western Ohio
- Be willing to complete a background check.
- Be willing to take training related to the position.
- Understand and be able to apply the Girl Scout program and design.
- Be willing to carry out the position and exhibit behavior consistent with the framework of policies, procedures, and standards of the council and Girl Scouts of the U.S.A. (Refer to *Blue Book of Basic Documents*, *Safety-Wise*, and *Volunteer Resource Guide*.)
- Be willing to work in ways that will encourage participation in Girl Scouting by all girls and adults regardless of race, creed, color, religion, ethnicity, physical ability, national origin, or socioeconomic status.
- Have basic mathematical skills; be willing to take financial responsibility for all monies turned in to you.
- Be dependable, honest, and trustworthy.
- Be comfortable speaking to groups and be willing to provide training to girls and parents/guardians.
- Be willing to use discretion in all confidential matters.
- Be detail-oriented and organized with willingness and ability to meet deadlines.

TERM OF APPOINTMENT:

One (1) year, with annual reappointment based on demonstrated ability to fulfill the responsibilities of the position and review of financial standing with Girl Scouts of Western Ohio.

ACCOUNTABILITIES:

Incumbent is accountable for, but not limited to:

- **Attend troop cookie consultant training** provided by service unit cookie consultant, regional product sales manager, or online for experienced troop cookie consultants.
- **Assist leader and girls** with setting troop and individual goals, as well as troop timeline.
- **Train all registered girls, leaders, and their parents/guardians.** Distribute and explain all cookie sale materials promoting the sale as a valuable program activity; emphasize safety and parent/guardian responsibilities; explain and promote girl incentives.
- **Attend troop meetings regularly during sale** to encourage progress toward goals. Work with leader and service unit cookie consultant to resolve questions and problems.
- **Collect permission slips** from parents/guardians of girls participating in cookie sale. Assist leader to ensure all participating girls are registered before sale.
- **Distribute and retain** paperwork throughout sale; check for accuracy. Follow-up to ensure all paperwork deadlines are met.
- **Manage pick-up** of troop cookies and distribution of cookies to girls. Coordinate distribution of any left over cookies.
- **Coordinate participation** in cookie shops.
- **Ensure adherence** to guidelines and safety standards of Girl Scouts of the U.S.A. and Girl Scouts of Western Ohio.
- **Receive cookie sale money and maintain financial responsibility for all monies turned in to you.**
- **Follow up with past due parents** on delinquent payments and document all attempts to collect outstanding debts.
- **Use pre-assigned deposit slips** to deposit all money by the deadline; calculate and coordinate with troop leader to deposit troop profit.
- **Prepare all final paperwork** and deliver to service unit cookie consultant by the deadline.
- **Coordinate distribution** of girl incentives and completion of sale evaluations with the troop leader.

APPOINTED AND MANAGED BY: Product Sales Manager

SUPPORTED BY: Troop Leader, Service Unit Cookie Consultant, and Product Sales Manager