



COOKIE PROGRAM PROGRAM DELIVERY SPECIALIST

Service Team Position Description

SUMMARY Coordinate, schedule, and execute the delivery and pick up of product.

SUPPORTED BY [Product Program Team](#) and Member Support Executive

APPOINTED BY The Member Support Executive and Service Team Cookie Manager in partnership with Product Program Team for one year; reappointment based on annual evaluation.

RESPONSIBILITIES/DUTIES

- » Coordinate with the Product Program Team or delivery agent to secure delivery location and time.
- » Secure additional volunteers for delivery and pick up. Please reach out to Council if more support is needed.
- » Schedule troops to pick up cookies using eBudde system.
- » Can receive a large amount of product at one time. Please ensure you have the space to hold it.

REQUIREMENTS AND QUALIFICATIONS

- » Present a positive image of Girl Scouting to girls, volunteers, and community members.
- » Comply with all GSUSA and Council policies and procedures, including [Volunteer Essentials](#), [Safety Activity Checkpoints](#), and the [Volunteer Terms and Conditions](#); recognize, understand, accept, and support all Council goals and objectives, including the [Diversity, Equity, Inclusion, and Racial Justice Policy](#).
- » Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- » Be a registered member of GSACPC with a current background check.
- » Complete Cookie Program council training.
- » Complete the annual [Volunteer Agreement](#).
- » Must be detail oriented, computer literate and able to coordinate an efficient time schedule. Candidate should be a people person.
- » Must have a name/address that can accept shipments and have a room that can be used to store and sort the rewards.
- » Must check email daily.
- » Participation in Authentic Leadership Community workshops recommended.

By signing this agreement, I acknowledge that I have read, understand and agree to all responsibilities and requirements listed in the Cookie Program Delivery Specialist Service Team Position Description. In addition, as a volunteer serving in a Service Team position, I understand that some of my work will involve access to information/records that are considered confidential. I acknowledge my responsibility to respect the confidentiality of all volunteer and troop records, to follow council procedures in order to protect privacy and to act in a professional manner. I further understand that if I am found misusing confidential material or not protecting the privacy of others through my actions, I may be released from my position immediately.

SIGNATURE OF VOLUNTEER _____ DATE _____

PRINTED NAME _____ SERVICE UNIT _____

Thank you for your time and commitment!