



COOKIE PROGRAM **eBUDDE SPECIALIST** Service Team Position Description

SUMMARY Collaborate with the Service Team Cookie Manager and Cookie Program – Training Specialist to ensure that the Troop Cookie Managers are trained in eBudde and all information is entered accurately.

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

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

RESPONSIBILITIES/DUTIES

- » Using materials provided by the Product Program Team, coordinate with the Service Team Cookie Manager and Training Specialist to develop and facilitate Cookie and eBudde training for Troop Cookie Managers and Troop Leaders within the Service Unit.
- » Ensure that all troops participating in the Cookie Program have signed the Troop Product Manager Agreement Cookie Form: Financial Contract and Program Commitment Requirements before given access to eBudde.
- » Provide support and answer eBudde questions from Troop Cookie Managers.
- » Verify accurate troop product entries and troop reward entries in eBudde.
- » Verify and submit accurate Service Unit initial order in eBudde.

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 well trained and comfortable using eBudde; supplemental eBudde training available through tutorials and at the Cookie Conference.
- » Must be familiar with training techniques, comfortable speaking in front of a crowd, and a people person.
- » Candidate must have advanced customer service, computer, verbal and written communication skills and check emails 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 eBudde 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!