



# COOKIE PROGRAM TRAINING SPECIALIST Service Team Position Description

**SUMMARY** Ensure that the Troop Cookie Managers are trained in the Cookie Program and receive all Cookie Program.

**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

- » Create a training in collaboration with the Service Team Manager and the eBudde Specialist using council-provided materials and facilitate distribution to troop leaders and Service Unit Members.
- » Implement into your schedule two or three 30-minute blocks of time to be available for members that missed the initial training.
- » Be familiar with all Cookie trainings, important dates, and program changes.
- » Cookie Program material and supplies are shipped to the Cookie Program Training Specialist and must be distributed to participating troops.

## 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 gsLearn and at the Cookie Conference.
- » 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 Training 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!**