



COOKIE IGM COOKIE COORDINATOR

Service Unit Position Description

SUMMARY: The Cookie IGM Cookie Coordinator manages the IGM Cookie Program in the Service Unit. This individual is responsible for handling the logistics of the Cookie Program and for creating a positive experience for the girls selling cookies independent from a troop. In Service Units with a large number of IGM, this individual may work in partnership with the IGM Cookie Coaches.

SUPPORTED BY: Product Program Team and Membership Support Executive

APPOINTMENT: Appointed by the Membership Support Executive and Service Unit Cookie Manager in partnership with the Innovation Manager, IGMs, Product Program Team and for one year; reappointment based on annual evaluation.

RESPONSIBILITIES/TASKS:

- » Inspire and encourage IGMs to participation in the Cookie Program.
- » Contact IGMs and parents to give them information on the Cookie Program.
- » Ensure that all girls participating have a signed Parent Permission Form: Financial Agreement and Program Requirements.
- » Ensure all girls participating in the Cookie Program receive Cookie Program supplies.
- » Coordinate cookie booths and schedule girl shifts.
- » Collect verified deposit slips from parent/guardian and send them to the Product Program Team within three days.
- » Alert the Product Program Team if parent/guardian does not turn in verified deposit slips in a timely manner.
- » Record girl sales and Girl Rewards in eBudde.
- » Coordinate with the Service Unit Rewards Specialist to distribute Girl Rewards.

REQUIREMENTS AND STEPS TO BECOME SERVICE UNIT COOKIE MANAGER:

- » Complete Service Unit Cookie Program Training.
- » Must be well trained and comfortable using eBudde; supplemental eBudde training available through webinars and at the Cookie Conference.
- » Experience as a Troop Cookie Manager preferred.
- » Leadership from the Inside Out online resource recommended.

THANK YOU FOR YOUR TIME AND COMMITMENT.