

# COOKIE eBUDDE SPECIALIST

## Service Unit Position Description

**SUMMARY:** Collaborate with the Service Unit Cookie Manager to ensure that the Troop Cookie Managers in the Service Unit are accurately entering information in to eBudde.

**SUPPORTED BY:** Product Program Team and Membership Support Executive

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

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### RESPONSIBILITIES/TASKS:

- » 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.
- » Work with the Service Unit Training Specialist to ensure that all Troop Cookie Managers have been trained in eBudde.
- » Answer eBudde questions from Troop Cookie Managers.
- » Communicate critical logistics information/timelines about the Cookie Program with the Troop Cookie Teams.
- » Coordinate with the

### 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.
- » Leadership from the Inside Out online resource recommended.

**THANK YOU FOR YOUR TIME AND COMMITMENT.**