



# COOKIE GIRL REWARD SPECIALIST

## Service Unit Position Description

**SUMMARY:** Coordinate with the Service Unit Cookie Manager to sort and distribute the Initial and Final Girl Rewards to the troops in the Service Unit.

**SUPPORTED BY:** Service Unit Product Management and Membership Support Executive

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

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### RESPONSIBILITIES/TASKS:

- » Coordinate with the Service Unit Cookie Manager to determine the best method to pick up (if necessary), sort and distribute Initial Order Girl Rewards. These are generally distributed at Cookie Delivery.
- » Coordinate with the Service Unit Cookie Manager to determine where the Final Girl Rewards are sent. Enter that information into eBudde.
- » Communicate the Final Girl Reward timeline with the troops in the Service Unit.
- » Work with the Service Unit Cookie Manager to sort the Final Girl Rewards by troop.
- » Distribute the Final Girl Rewards to the troops.
- » Work with the Product Program Team to replace damaged Girl Rewards.

### REQUIREMENTS AND STEPS TO BECOME SERVICE UNIT COOKIE MANAGER:

- » Complete Service Unit Cookie Program Training.
- » Leadership from the Inside Out online resource recommended.

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