

COOKIE MANAGER

Service Unit Position Description

SUMMARY: Collaborate with the Membership Support Executive to build a functioning, diverse and dynamite Service Cookie Team. The Service Unit Cookie Manager manages the logistics of the Cookie Program and mentors the Service Unit Cookie team members to create a positive experience for girls and volunteers participating in the Cookie Program.

SUPPORTED BY: Product Program Team and Membership Support Executive

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

RESPONSIBILITIES/TASKS:

- » Build a functioning, diverse and dynamic Service Unit Cookie Team.
- » Inspire and encourage girl and troop participation in the Cookie Program.
- » Create a positive atmosphere for girls by hosting a Cookie Rally, creating networking systems, encouraging attendance to the Cookie Kick-off, promoting Cookie badge opportunities, etc.
- » Ensure that all troops participating in the Cookie Program have signed the Troop Product manager Agreement Cookie Form: Financial Contract and Program Commitment Requirements.
- » Communicate critical logistics information about the Cookie Program with the Troop Cookie Teams.
- » Coordinate with the Service Unit Cookie Training Specialist to ensure all troops participating in the Cookie Program received Cookie Program Training and Cookie Program supplies.
- » Coordinate with the Service Unit Cookie eBudde Facilitator to verify accurate troop eBudde cookie and reward submission and entries.
- » 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.
- » Working with a Service Unit Cookie Manager mentor is recommended. This could be the previous Service Unit Cookie Manager or a Service Unit Cookie Manager from another neighborhood.
- » Leadership from the Inside Out online resource recommended.

THANK YOU FOR YOUR TIME AND COMMITMENT.