



# COOKIE PROGRAM **eBUDDE SPECIALIST** Service Team Position Description

**SUMMARY** Collaborate with the Service Team 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 Member Support Executive

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

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## RESPONSIBILITIES/DUTIES

- » 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 Cookie Program Training Specialist to ensure that all Troop Cookie Managers have been trained in eBudde.
- » Provide support and answer eBudde questions from Troop Cookie Managers.
- » Verify accurate troop product entries and troop reward entries in eBudde.
- » Verify and submit accurate Service Unit initial order in eBudde.

## REQUIREMENTS AND QUALIFICATIONS TO BECOME AN COOKIE PROGRAM eBUDDE SPECIALIST

- » 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, recognize, understand, accept, and support all Council goals and objectives, including the Diversity Equity and Inclusion Statement.
- » 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 training.
- » Leadership from the Inside Out online resource recommended.
- » Complete Looker Access Agreement to access GSUSA data system.
- » Must be well trained and comfortable using eBudde; supplemental eBudde training available through tutorials and at the Cookie Conference.
- » Must be detail oriented with advanced computer, financial, and technical skills. Candidate must check emails daily.

By signing this agreement, I acknowledge that I have read, understand and agree to all responsibilities and requirements listed in the Recognition Coordinator 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!**