



# COOKIE PROGRAM GIRL REWARD SPECIALIST Service Team Position Description

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

**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

- » Coordinate with the Service Team Cookie Manager to determine the best method to pick up Girl Rewards (if necessary).
- » Maintain and track Girl Rewards in eBudde.
- » Communicate the Girl Reward timeline with the troops in the Service Unit.
- » Work with the Service Team Cookie Manager to sort and distribute the Girl Rewards by troop.
- » Hold Troop Rewards if Troop has not paid for product.
- » Work with the Product Program Team to replace damaged Girl Rewards.

## REQUIREMENTS AND QUALIFICATIONS TO BECOME COOKIE PROGRAM GIRL REWARD 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.
- » Leadership from the Inside Out online resource recommended.
- » Must be well trained and comfortable using eBudde; supplemental eBudde training available through tutorials and at the Cookie Conference.
- » Must be detail oriented and able to accurately count and sort girl rewards. Candidate must have a home that can accept shipments and have a room that can be used to store and sort the rewards. Must check email 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!**