



COOKIE PROGRAM PROGRAM DELIVERY SPECIALIST

Service Team Position Description

SUMMARY Coordinate, schedule, and execute the delivery and pick up of product.

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.

RESPONSIBILITIES/DUTIES

- » Coordinate with the Product Program Team or delivery agent to secure delivery location and time.
- » Secure additional volunteers for delivery and pick up.
- » Schedule troops to pick up cookies.

REQUIREMENTS AND QUALIFICATIONS TO BECOME COOKIE PROGRAM DELIVERY 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.
- » Must be detail oriented, computer literate and able to coordinate an efficient time schedule. Candidate should be a people person and 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!