

COOKIE TRAINING SPECIALIST

Service Unit Position Description

SUMMARY: Collaborate with the Service Unit Cookie Manager to ensure that the Troop Cookie Managers in the Service Unit are trained in the Cookie Program and receive all Cookie Program Material.

SUPPORTED BY: Product Program Team 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.

RESPONSIBILITIES/TASKS:

- » Coordinate with the Service Unit Cookie Manager to facilitate Cookie training for Troop Cookie Managers in the Service Unit.
- » Direct Troop Cookie Managers to the Product Program Team webinars if they are unable to attend Service Unit Cookie Training times or dates.
- » Work with the Product Program Team to ensure that required training topics are covered at Service Unit Cookie Training.
- » Allow veteran Troop Cookie Managers to opt out of mandatory training if they are able to successfully demonstrate adequate knowledge about the Cookie Program.
- » Develop New Leader Cookie Program Training opportunities.
- » Direct troops to the supplemental training webinars when needed. For example, 'How to Enter an Initial Order in eBudde'.
- » Answer Cookie Program questions from Troop Cookie Managers.
- » Cookie program material and supplies are shipped to the Cookie Training Specialist and must be distributed to participating troops.

REQUIREMENTS AND STEPS TO BECOME SERVICE UNIT COOKIE MANGER:

- » Complete Service Unit Cookie Program Training.
- » Must be comfortable speaking in front of a group and have an outgoing personality.
- » Leadership from the Inside Out online resource recommended.

THANK YOU FOR YOUR TIME AND COMMITMENT.