



Girl Scouts of Central and Western Massachusetts, Inc.

800-462-9100 (in MA) or 413-584-2602 gscwm.org

40 Harkness Avenue
E Longmeadow, MA 01028-1016
Fax: 413-525-5901

241 Haydenville Road
Leeds, MA 01053-9768
Fax: 413-586-7937

81 Gold Star Blvd
Worcester, MA 01606-2813
Fax: 508-852-7674

Girl Scout Adult Volunteer Position Cookie Cupboard Manager

Summary:

To manage all aspects of a cookie cupboard, including receiving and distributing cookies to troops.

Reports to:

Product Sales Staff

Supported by:

Product Sales Staff

Term:

One year, subject to renewal.

Pre-qualifications:

- Completes and submits a Volunteer Application and CORI form, and agrees to provide three (3) references
- Registers as an adult member of Girl Scouts of the USA (\$12 annual registration fee)
- Has no outstanding debt to Girl Scouts of Central and Western Massachusetts (GSCWM)
- Has computer and internet access through cookie sale
- Provides a clean, secure, easy to access and rodent free facility in which to store cookies

Responsibilities:

- Attends Cookie Training provided by the council
- Follow all stated GSCWM guidelines and policies as state in Volunteer Essentials and Cookie Sale materials
- In conjunction with Product Sales Staff, manage cookie inventory with cookie cupboard
- Enter transactions into online ordering system in a timely manner
- Turn in all troop paperwork to council by stated deadlines

Skills Needed (knowledge, skills, and abilities required):

- Organizational, communication, problem solving and basic computer skills