



Girl Scouts of Central and Western Massachusetts, Inc.

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

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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

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### **Girl Scout Adult Volunteer Position Service Unit Level Cookie Manager**

**Summary:**

To manage all aspects of the cookie sale in accordance with council policies and procedures or the service unit.

**Reports to:**

Product Sales Staff

**Supported by:**

Service Team, Membership Staff and 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

**Responsibilities:**

- Participate as an active member of the service unit during the Cookie Sale
- Attends Cookie Training provided by the council
- Prepare sale materials to distribute to troops
- Train and support troop leaders and Troop Cookie Managers (TCMs)
- Follow all stated GSCWM guidelines and policies as state in Volunteer Essentials and Cookie Sale materials
- Support troop use of online ordering system and verify data entered by troops
- Coordinate Cookie Booth Sales\* or appoints a Service Unit Booth Sale Coordinator
- Facilitate Cookie delivery for troops in service unit
- Verify the reporting and banking of funds at the end of the sale
- For troops without computer access, enter troop & girl data into online ordering system
- Turn in all troop paperwork to council by stated deadlines
- Participate in the evaluation of the cookie sale

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

- Organizational, communication, problem solving and basic computer skills