

GSGATL Volunteer Position Description: Service Unit Cookie Manager

I can't
wait to



Be a Service Unit Cookie

Manager to help Troops **discover** confidence in trying something new or different, **connect** with adult volunteers to help them lead and support girls and parents, and **take action** to give every Troop the opportunity to see the FUN in allowing girls to find their own inner-entrepreneur.

Picture it: The Service Unit Cookie Manager has the passion to get adults engaged in a program that shows girls how to be their own boss and reach for the stars. They know the needs of Troop volunteers and provides them with support that meets them where they are. All while encouraging them to support one another – to strengthen the success of all girls.

They nourish curiosity with a caring and respectful heart, providing advice and guidance to a volunteer that creates opportunities for great ideas to blossom. Because they make each volunteer feel encouraged and supported, every girl seeks to dream a little bigger and strive a little harder – growing into a woman that is more courageous, confident and ready to change the world.

¹**Investment of Time:** One year; renewable upon Service Unit review.

XXX= High activity XX= Medium activity X= Low activity

Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
	x	xx	xxx	xxx	xx	x					

Service to Girls: Indirect



Volunteer Support Team:

Service Unit Director;
Service Unit Team

GSGATL Support Team:

Product Programs

**Girl Scout Support
Tools/Materials:**

Service Unit Cookie Guide
Troop Cookie Guide
GirlScoutsATL.org
Ebudde.littlebrownie.com
VIPetraining.littlebrownie.com
Littlebrowniebakers.com

Kick-starting your own Adventure: Training

² Essential Learning Courses	Complete
GSGATL Service Unit Cookie Manager Training	After accepting position – by invitation
Recommended courses that raise your impact: Money Management	

Your Commitment to Girls & Your Service Unit:

- **Connecting** with new friends (and some old friends too) helps you to stay “in the know” when you attend Service Unit Cookie Manager Training.
- **Making** sure volunteers (Leaders/Troop Chairs) [registration](#) and [paperwork](#) are up to date and accurate, according to Girl Scouts of the USA (GSUSA) and Girl Scouts of Greater Atlanta (GSGATL) policies and procedures helps to ensure the safety of our girls.

¹ All volunteer appointments begin October 1 of each calendar year and end September 30. Appointments mid-year constitute year 1 completion on September 30. These are estimates of time only.

² Essential courses are required to be completed within suggested timeframe.

- **Hosting** Troop level training prepares Leaders/Troop Chairs for the fun and excitement of helping their girls become entrepreneurs while earning money for their troop activities.
- **Distributing** materials to Troops ensures that every girl who wants to start her own business (with The Cookie Program) can do so and reach her goals.
- **Having** access to technology (the internet, email, MS Word and MS Excel) allows you to deliver fantastic support to your Troops and girls so that they are successful AND allows the Products Program team to better support you!
- **Supporting** troops throughout the program season (helping them get started, answering questions, providing them with more materials, etc.) is what you're built for. Remember to be encouraging, flexible, and respectful- you are all doing this to help each and every girl shine a little brighter.
- **Managing** the distribution of girl rewards to troops in a timely fashion ensures that they quickly make it to the hands of girls who have worked really hard to meet and exceed their goals- it's the satisfaction of a job well done.
- **Celebrate!** Years of research show that girls grow exponentially and take what they learn into adulthood – their participation in the Cookie Program is one of many moments that helps them grow closer to being the courageous, confident women that will change the world. You deserve a pat on the back for making this moment possible.

Your Commitment to you (and us):

- **Being guided in all actions by the Girl Scout Mission, Promise, and Law** when representing the movement.
- **Keeping Girls at the Center** of all decisions. That's why you're here.
- **Prioritizing** what will empower girls to lead on a local and national level. Girl Scouts is doing so much as a [movement](#) for each girl, stay informed and connected.
- **Adjusting** to the ever-changing needs of girls and adults. Remaining flexible and tolerant in response to changing situations and environments helps everyone grow.
- **Communicating:** You probably won't run into too many people who read minds. Express needs, ideas and facts with others appropriately, through multiple communication channels, as often and as clearly as you can.
- **Staying Green:** Having access to the internet, email, and some knowledge of social media is a necessity for staying current in the 21st century and keeping [Forever Green](#)– we've been around 100 years. Let's make sure together we go another 100, by saving trees and time for everyone.
- **Confidentiality:** It's sometimes even hard for adults to master this one, be a great example to girls and always maintain confidentiality within GSGATL standards of conduct.
- **Engagement:** Must be an active registered member of GSUSA through annual or lifetime membership and have an approved background check on file with GSGATL.
- **Staying safe:**
 - Authorizes GSGATL to do background checks in accordance with current policies and procedures.
 - ³Remain informed about and comply with the most [current policies, procedures](#), and guidelines of Girl Scouts of Greater Atlanta (GSGATL) and Girl Scouts of the USA (GSUSA).

Service Unit: _____

Printed Name: _____

Date: _____

Phone: (____) _____-_____

Email: _____

⁴Signature: _____

³ It is the responsibility of the volunteer to keep apprised of current training, policy, and procedure requirements needed to fulfill the responsibilities of the position; current information can be found on www.gsgatl.org

⁴ The federal Electronic Signatures in Global and National Commerce Act (E-SIGN Act) accords electronic records and electronic signatures the same legal status as written records and handwritten signatures.