

Girl Scouts of the Rio Grande
POSITION DESCRIPTION
SERVICE UNIT BOOTH COORDINATOR
2008 Cookie Program

QUALIFICATIONS:

- Current registration in the national Girl Scout organization as adult an member
- Adult volunteer paperwork must be on file, current and complete
- Must be in Good Standing with Girl Scouts of the Rio Grande Council
- Computer literacy necessary to enter product orders onto the appropriate website with accuracy and in a timely manner.
- Be accessible by phone and in person to the Troop Product Coordinator during the period of the Cookie Program.
- Demonstrate planning, organizing, problem solving, supervisory and decision making skills, delegate responsibility and work with adults from diverse backgrounds.

POSITION DESCRIPTION:

- Communicate with Product Manager/Troop Cookie Coordinators at monthly Service Unit Meetings about goals, program, etc.
- Attend Council training for COOKIE program.
- Acquire and establish booth locations in Service Unit Area for use during the Cookie Program and maintain relationships with those locations
- Distribute booths equitably to all Girl Scouts/Girl Scout Troops
- Communicate with Troop Cookie Coordinators regarding girl safety, entering orders on website, deadline dates for ordering, pick up and distribution of product, the importance of issuing receipts and collection of money, banking instructions, and submission of final paperwork.
- Verify troop orders and deposits of REGISTERED TROOPS, compile all forms relating to the cookie program and submit to the Product Manger.
- Arrange for safe indoor storage of cookie cupboard, maintain distribution, and record of accountability.
- Handle any problems that may arise concerning Booth Sales
- Submit final reports to Council.
- Communicate to Product Sales Director at Council
- Maintain records of booth assignments

Having read the above Position Description and being aware of the accountability and procedures required of me, I assume full responsibility of the duties of Service Unit Product Manager for 2008.

SIGNATURE _____ DATE _____

NAME (Please Print) _____ SERVICE UNIT _____

ADDRESS _____ CITY/STATE/ZIP _____

E-MAIL ADDRESS _____

TELEPHONE (Home) _____ WORK _____