



**Girl Scouts-Wilderness Road Council
Volunteer Position Description**



Name: _____

Service Unit: _____

Position Title: Cookie Cupboard Manager

Reports To: Service Unit Manager/Membership Specialist

Term of Appointment: One Year. Renewable.

Position Summary: Coordinate the distribution of cookies from cupboard to troops/groups in the Council area and provide support to troop/group cookie managers during the annual cookie sale and to work with the Membership Specialists to meet service unit goals.

Duties and Responsibilities:

1. Attend Service Unit Cookie Manager/Cupboard Manager's training.
2. Receive Cupboard notebook and materials to run Cupboard.
3. Check pass/leader list for verification of all persons picking up cookies.
4. Obtain all troop/group orders and prepare order on Cupboard ticket.
5. Arrange for pick-up of cookies by troops/groups.
6. Send Cupboard tickets to Council weekly.
7. Encourage booth sales.
8. Discuss any excess supply of cookies with the Council.
9. Inventory Cupboard weekly and call in numbers to the Product Sale Managers every Tuesday.
10. Prepare Cupboard paperwork in a timely manner.
11. Submit final paperwork to Council Service Center on time.
12. Participate in evaluation of the cookie sale.

This position may be asked to sign a confidentiality statement.

Qualifications:

1. Be a registered member of Girl Scouts of the USA.
2. Good organizational skills.
3. Good accounting skills
4. Good time management skills.

Time: 6-10 hours a month over a 6 month period.

I understand and agree to the duties, responsibilities and qualifications of this position.

Signature

Date