

## JOB DESCRIPTION

**TITLE:** Service Unit Product Sales Coordinator – Cookie Sales

**PURPOSE:** To ensure the success of the Cookie Sale in her/his Service Unit by training the Troop Cookie Managers and Leaders in accordance with Girl Scouts of Rhode Island, Inc. policies and procedures.

The Service Unit Product Sales Coordinator is appointed by the Service Unit Manager in consultation with the Field Director. She/he works directly with Troop Leaders and Troop Cookie Managers. The Service Unit Product Sale Coordinator receives training from the Product Sales Department and works closely with both throughout the program and sale.

### **ACCOUNTABILITIES:**

1. Attends training meeting for Service Unit Product Sale Coordinators.
2. Finds a location to hold trainings, dessert parties for Troop Cookie Managers and Troop Leaders.
3. Contacts Troop Leaders to give them training date(s), location(s) and time(s).
4. Collates Troop Packets.
5. Trains all Troop Cookie Managers and Leaders, follows up with those Troops who could not attend the training and trains them individually when necessary.
6. Collects all Troop Orders and compiles Service Unit Cookie Cupboard Order and makes sure they are in the Council office by the deadline date.
7. Accepts delivery for Service Unit on a designated day and distributes cookies to all Troops within your area.
8. Assists in collection of missing reports and/or money if requested to do so.
9. Promotes rallies, booth sales, and cookie day (for leftover cookies).
10. Assists Troops participating in rolling sales by assigning portions of the community map according to the number of Troops taking part in community canvassing.
11. Distribute Incentives for Troops asap after delivery from United Parcel Services.
12. Adheres to and promotes National and Council policies, standards and procedures.

### **QUALIFICATIONS:**

1. Is a Registered Member of Girl Scouts of the U.S.A.
2. Is willing and able to take training for the job.
3. Has an abiding belief in the philosophy of the Girl Scout Movement.
4. Is aware of the importance of the Cookie Sale in financing Girl Scouting and is a valuable part of the Girl Scout Program.
5. Has administrative skills and the ability to motivate others.
6. Able to work with girls and adults of varying backgrounds and cultures.
7. Has knowledge of their Service Unit.

