



Girl Scouts of Southeastern New England

Product Sales Coordinator

TITLE: Product Sales Coordinator – Cookie Sales

DESCRIPTION: 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 Southeastern New England policies and procedures. The Service Unit Product Sales Coordinator is appointed by the Service Unit Manager in consultation with the Membership Specialist. She/he works directly with Troop Leaders and Troop Cookie Managers. The Product Sale Coordinator receives training from the Product Sales Department and works closely with both throughout the program and sale.

RESPONSIBILITIES:

- Attends the training meeting for Service Unit Product Sale Coordinators.
- Finds a location to hold trainings and dessert parties for Troop Cookie Managers and Troop Leaders.
- Contacts Troop Leaders to provide training date(s), location(s) and time(s).
- Collates Troop packets.
- Trains all Troop Cookie Managers and Leaders. Follows up with Troops who could not attend the training and trains them individually when necessary.
- Collects all Troop orders, compiles Service Unit Cookie Cupboard Order and makes sure they are in the Council office by the deadline date.
- Accepts delivery for the Service Unit on a designated day and distributes cookies to all Troops within their area.
- Assists in collection of missing reports and/or money if requested to do so.
- Promotes rallies, booth sales, and cookie day (for leftover cookies).
- Assists Troops participating in rolling sales by assigning portions of the community map according to the number of Troops taking part in community canvassing.
- Distributes incentives for Troops ASAP after delivery from United Parcel Services.
- Adheres to and promotes National and Council policies, standards and procedures.

QUALIFICATIONS:

- Current adult membership within Girl Scouts of Southeastern New England.
- Is willing and able to complete training for the job.
- Holds an abiding belief in the philosophy of the Girl Scout Movement.
- Is aware of the importance of the Cookie Sale in financing Girl Scouting and is a valuable part of the Girl Scout Program.
- Possesses administrative skills and the ability to motivate others.
- Maintains knowledge of their Service Unit.
- Affirms that the Girl Scout movement actively seeks members of every racial, ethnic, religious, and socioeconomic group.
- Effectively relates to, and communicates with girls and adults of diverse backgrounds.