



## Girl Scout Adult Volunteer Position

### Volunteer—Direct Service to Girls and Adults - *Troop Cookie Chair*

Reviewed on a yearly basis

#### Summary:

The Volunteer works directly with girls and adults in troops to train, order and distribute, cookie materials and products. The Volunteer will have the organizational skills and ability to keep accurate records of transactions of all troop money, coordinate booth sales, and meet all cookie deadlines.

#### Reports to:

Service Unit Cookie Chair

#### Supported by:

Service Unit Manager

#### Responsibilities:

- Train troop girls and adults in all aspects of the cookie program.
- Distribute cookie materials for all members of troop.
- Order and distribute cookies to all troop members based on requests.
- Keep accurate records of transactions with troop and monies deposited by troop.
- Submit original orders and reports on time to cookie chair by due date; follow-up with troop members that are delinquent with reports and/or money.
- Provide information to assist the service unit and Citrus Council in collecting delinquent accounts.
- Coordinate cookie booths for troop.
- Meet all cookie program deadlines.
- Accept and adhere to Girl Scouts of Citrus Council policies, standards, procedures and programs and follows the "Adult Role Model in Girl Scouting".
- Believe and support the Girl Scout Philosophy and Program.
- Promote an atmosphere of acceptance and inclusiveness.
- Project a positive image and enthusiasm while representing GSCC.

#### Core Competencies:

1. **Girl Focus:** Help girls set realistic, clearly defined goals/objectives to experience the New Girl Scout Leadership experience and achieve outcomes via Discover, Connect, and Take Action
2. **Adaptability:** Adjusts and modifies own behavior, and remains flexible and tolerant in response to changing situations and environments
3. **Fostering Diversity:** Understands differences and embraces differences
4. **Oral Communication:** Expresses ideas clearly and concisely
5. **Personal Integrity:** Demonstrates honesty, credibility, and dependability

#### Adult Learning:

- Volunteer Orientation (online)
- Service Unit Cookie Training

