

# Service Unit Cookie Chair

**Summary:** The Girl Scouts Heart of the Hudson, Inc. (GSHH) Service Unit Cookie Chair (SU Cookie Chair) is responsible for implementing and promoting the Cookie Program within the Service Unit by leading Service Unit Cookie Trainings, communicating cookie information to the Service Unit, serving as liaison to the GSHH Product Sales Team, and educating volunteers on how to maximize the Cookie Program for their girls. The nature of this position requires the individual to provide direct service to adults who manage their troop cookie sale within the service unit.

**Term of appointment:** Three-year term with a yearly review for reappointment. A new volunteer should shadow in the third year of the term. A volunteer may serve up to two terms (6 years).

**Supervision:** The Service Unit Cookie Chair reports to the Service Unit Manager and Girl Scouts Heart of the Hudson Product Sales Team.

**Support:** The Service Unit Cookie Chair receives support, guidance, and encouragement from the Product Sales Team. They have access to relevant learning opportunities and materials to prepare for and support this role.

## Responsibilities:

- Remains informed about and complies with the most current policies, procedures, and guidelines of GSHH of the Girl Scouts of the USA (GSUSA).
- Acts as liaison between Troop Leaders and Council to ensure a successful cookie sale.
- Attends GSHH training for SUCC and understands all aspects of the sale.
- Shares information with SU as GSHH communicates new information and opportunities for Troops.
- Attends SU/Leader meetings as applicable to the position (generally December-May).
- Holds training for Troop Leaders and Troop Cookie Chairs (TCC) to deliver cookie materials, explain the purpose of Cookie Program, guidelines, and updates for this year's cookie sale.
- Works with the SU to promote the Cookie Program within the SU and in surrounding community.
- Establishes deadlines for Troop Cookie Chairs.
- Monitors, reviews, and submits service unit order in eBudde by established council deadline.
- Distributes girl rewards to troops in a timely manner, both at Initial Order and Final Rewards dates.
- Ensures every girl has the opportunity to be part of the cookie sale.
- Identify, develop and onboard a new adult volunteer for this role in the third year of the term.

## Qualifications and core Competencies – required:

- **Girl focus:** Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interest and needs while having fun.
- **Personal integrity:** Demonstrate dependability, honesty, and credibility.
- **Adaptability:** Modify one's own behavior and remain flexible and tolerant in response to changing situations and environments.
- **Oral communication:** Express ideas and facts clearly and accurately.
- **Foster diversity:** Understand, respect, and embrace differences.

- **Computer skills:** Access to e-mail and internet
- **Additional Requirements:**
  - Be a currently registered Girl Scout member of GSUSA and active member of GSHH.
  - Behave in a manner consistent with the Girl Scout Mission, Promise, and Law.
  - Be at least 18 years old.
  - Have a council-approved volunteer application (may include application, background check non-disclosure agreement and references) on file.
  - Experience as a Girl Scout volunteer Troop Leader is preferred.
  - Experience with volunteer management/supervision, delegation, and public speaking are a plus.