

SERVICE UNIT COOKIE MANAGER

Your Role as the Service Unit Cookie Manager

As the Service Unit Cookie Manager you ensure the implementation of a quality Cookie Program for the Service Unit and provide support for Troop Cookie Managers.

Position Description-Service Unit Director

Reports to: The Service Unit Director for Service Unit matters and the Council Product Manager for technical matters

Qualifications:

- Easy access to the Internet
- Comfort using online tools and email
- Organized and efficient in work and communications
- Easily accessible via phone and email

Time Commitment: 50 to 75 hours with the heaviest involvement in January through March.

Training Provided: An online overview will be available in October and formal training will be offered in December.

Responsibilities:

- Manages troop participation data to ensure completeness and accuracy of records.
- Organizes and distributes cookie program materials.
- Verifies/enters initial eBudde data for troops and to setup access for Troop Cookie Managers.
- Supports Troop Cookie Managers in placing the initial order.
- Manages delivery of cookies from baker and distribution to troops.
- Supports Troop Cookie Managers in eBudde data entry, for both girl sales and money data.
- Reviews and submits final cookie and incentive orders in eBudde.
- Completes a program evaluation.

A more in-depth description and other information relative to this position will be available in conjunction with the Cookie Program materials to be delivered later in the year.