

## **VOLUNTEER TREFOIL ADVENTURE TROOP/GROUP COOKIE MANAGER POSITION DESCRIPTION**

POSITION TITLE:	Trefoil Adventure Troop/Group Cookie Manager
STATUS:	Volunteer
SUPPORTS:	Trefoil Adventure Council-Appointed Travel Troop, Council-Sponsored Travel, Mariners and Trailblazers
REPORTS TO:	Trefoil Adventure Unit Cookie Manager and Travel Advisor/Troop Leader
TERM OF APPT.:	Trefoil Adventure Troop/Group Cookie Managers are appointed for a period of one (1) membership year (October 1 – September 30). Reappointment will be evaluated on an annual basis.

### POSITION SUMMARY:

Share knowledge of Girl Scouts and the Trefoil Adventure Program and her chosen experience area, while providing managerial oversight of council-sponsored product sales. Generate excitement for council-sponsored product sales and encourage utilization of council-sponsored product sales to help meet financial needs of the girl's troop or group.

### KEY RESPONSIBILITIES (includes but is not limited to the following):

- Work with council staff and volunteer members of the Trefoil Adventure Committee to motivate and encourage a sales team of leaders, parents, guardians and girls to formulate and achieve the financial goals of each Unit Troop/Group.
- Leverage sales management tools to maintain records, progress and allocation towards goal achievement.
- Provide training on the sales process, including strategies, documentation requirements, collection of money, and the importance of safety protocols.
- Communicate the procedures and policies of effective program management to help ensure the build of girls of courage, confidence and character that make the world a better place.
- Work cooperatively, and communicate in a positive manner, with other volunteers, the Trefoil Adventure Committee, council staff, girls, parents, customers and booth location representatives.
- Stay informed of current and updated troop organization and council policies, procedure and guidelines, including Volunteer Essentials and Safety Activity Checkpoints.
- Other duties as assigned or as needed.

POSITION REQUIREMENTS (These requirements are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions):

- Must be at least 18 years of age.
- Must be a GSCM Approved Volunteer (registered Girl Scout, have a current criminal background clearance on file with GSCM, sign a volunteer agreement, and sign position description).
- In good standing with the Girl Scouts of Central Maryland.
- Willing and able to commit the time needed to perform the duties of the position, including trainings and meetings.
- Have at least a basic understanding of the Trefoil Adventure Program, the focus area of your designated troops/group and a commitment to further development of the program.

- Demonstrates the ability and willingness to place the needs of the girls and of the program above personal desire.
- Knowledge of Girl Scout program and safety practices.
- Demonstrates planning, organizing, recruiting, problem solving and supervisory skills.
- Ability to give guidance to, and receive from, other adults, while working to instill an understanding of teamwork in girl committee members.
- Demonstrates good judgment, integrity, maturity, and flexibility.
- Access to computer, internet and email is necessary.
- Willing to work with participants from diverse backgrounds.
- Must have a belief in the aims and purpose of Girl Scouting, be willing to subscribe to the principles expressed in the Girl Scout Promise and Law and be aware of the needs of girls in our pluralistic society.

**NATURE AND SCOPE:**

Girl Scouts of Central Maryland, is a non-profit organization which is an independent corporation chartered by Girl Scouts of the U.S.A. The agency organizes troops/groups of girls, appoints adult leadership, and provides facilities for program. To ensure high quality program, it provides training, resources, and guidance to the adult volunteers. The council also conducts program activities to supplement troop/group activities.

**TYPICAL PHYSICAL NEEDS:**

Requires physical endurance including prolonged standing, some bending, stooping, and walking. Considerable time will be spent outdoors and in travel situations. Intermediate swimming skills maybe required as well as the ability to hike or walk for some distances. Requires typical range of hearing and eyesight to record, prepare, and communicate appropriate activities/programs and the ability to lift up to 40 lbs.

**TYPICAL WORKING CONDITIONS:**

Activities occur both inside and outside. Volunteer may be subject to adverse environmental conditions in either setting. However, there is no intention for volunteer to be subjected to prolonged adverse environmental conditions that may pose a threat to her(his) life or that of other participants.

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Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Council Representative Signature

\_\_\_\_\_  
Date