

JULIETTE COOKIE PRODUCT COORDINATOR

PURPOSE OF POSITION: As the Juliette Coordinator, you will oversee the Cookie Program for Juliette Girl Scouts, guiding girls as they develop and practice essential lifelong skills such as goal setting, money management, people skills, decision making, and business ethics. In this role, you will serve as a mentor, supporting both girls and their caregivers through the program. You will ensure caregivers are well-informed about program resources, guide them through key processes, and provide ongoing assistance to help girls successfully navigate the Cookie Program. Your leadership will empower girls to build confidence and entrepreneurial skills.

TERM: November - April

TIME COMMITMENT: approximately 5-12 hours/month

ACCOUNTABLE TO: GSOC Volunteer Manager – Product Program for one term

SUPPORTED BY: GSOC Product Program Staff

RESPONSIBILITIES:

- Participate in all position related training prior to group participation.
- Complete the membership, background screening and volunteer agreement process.
- Train the caregivers/Girl Scouts on procedures, program resources and provide timely assistance during the program.
- Ensure caregivers and Girl Scouts follow Council Policies and Procedures.
- Verify volunteer helpers are registered as GSOC members and background screened.
- Respond to caregiver inquiries in a timely manner.
- Keep accurate records of all transactions, use receipts and submit reports by due dates.
- Complete evaluation survey to provide feedback and make recommendations for future programs.
- Coordinate cookie inventory, take delivery of cookies and distribute to Girl Scouts/parents.
- Use care in handling and storing product to prevent breakage, heat damage, water damage, loss, etc.
- Receive and sort girl rewards and distribute to Girl Scouts immediately.

QUALITIES REQUIRED:

- **Ability to Focus on Girls:** Understand that girls experience the Girl Scout Leadership model by using girl-led, cooperative-learning and learning-by-doing activities.
- **Adaptability:** Adjust and modify own behavior and remain flexible and tolerant in changing situations.
- **Ability to Foster Diversity:** Understand and embrace differences.
- **Communication Skills:** Express ideas clearly and concisely.
- **Personal Integrity:** Demonstrate personal integrity, credibility and dependability for girls.
- **Skills:** Organized, basic computer literacy with intermediate Excel skills, good communicator, keep accurate and organized records.