

**GIRL SCOUTS OF NE KANSAS & NW MISSOURI
VOLUNTEER JOB DESCRIPTION**

JOB TITLE: Cookie Booth Sale Committee Member

DEPARTMENT: Product Sales

Appointed By: Product Sales Manager

Purpose: To assist in the acquisition of retail locations that will be offered to troops in the six-county metro Kansas City area (Johnson & Wyandotte in Kansas, Cass, Clay, Jackson and Platte in Missouri) for the annual Cookie Program.

Term of appointment: Short Term; August – early November (or any part thereof).

Responsibilities:

- Contact retailer(s), as assigned, via phone, email or in person.
- Complete paperwork, if required by store.
- Communicate with the Product Sales Manager on a regular basis.
- Be guided in all actions by the Girl Scout Mission, Promise and Law.
- Remain informed about and comply with the most current policies, procedures, and guidelines of NE Kansas & NW Missouri and Girl Scouts of the USA (GSUSA).

Standard Core Competencies:

- **Girl focus:** Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun.
- **Personal integrity:** Demonstrate dependability, honesty, and credibility.
- **Adaptability:** Adjust, modify 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 the Internet.
- Proven community expertise and participation in targeted community
- Demonstrated networking abilities.
- Sales, marketing, and public speaking experience a plus.

*May need to complete an application and/or background check depending on appointment or non-appointment to a volunteer position.

This job description is not intended to be all-inclusive. Reasonable accommodations will be made to allow individuals with disabilities to perform volunteer jobs with the council whenever possible.