



Service Unit Cupboard Lead

Volunteer Position Description

TITLE:	Service Unit Cupboard Lead
COORDINATES WITH:	Service Unit Program Team
ESTIMATED HOURS:	Seasonal - 32 hours
TERM MINIMUM:	1 membership year (October 1-September 30)
TERM LIMIT:	Flexible (renewed annually)

POSITION SUMMARY

The Service Unit Cupboard Lead coordinates all aspects of the cookie cupboard including identifying an approved location, product distribution, and inventory management.

SU CUPBOARD LEAD – DUTIES AND RESPONSIBILITIES

- Secure an approved cupboard location within the Service Unit.
- Manage product inventory to keep cookies in stock and moving so girls can maximize their cookie business success.
- Establish and publish hours of availability which meet the needs of troops within the SU.
- Coordinate deliveries to and transfers from other cupboards.
- Record transactions in vendor data system by end of each cupboard “open for business” day.
- Attend the Cookie training hosted by the Badgerland and complete relevant training modules. and stay up to date on all
- Be familiar with all Product Program resources including; Troop and Family Guide, gsLearn and weekly Cookie Sheets.

ALL MEMBERS – DUTIES AND RESPONSIBILITIES

- Be a registered and background checked member of Girl Scouts of the USA aged 18 or older who lives the values of the Girl Scout Promise & Law.
- Attend Service Unit meetings and assist in developing the Plan of Success for the Service Unit.
- Adhere to all current policies, standards, and procedures for Girl Scouts of the USA and Girl Scouts of Wisconsin – Badgerland Council, Inc.
- Complete all position-related training provided by Badgerland and Service Unit.
- Maintain regular communication with the Service Unit Leadership Team.
- Act as a liaison between Badgerland and the SU, openly communicating with Badgerland about successes, challenges, trends, and progress toward SU goals.
- Promote and portray Girl Scouts in a positive manner to the public, volunteers, girls, and families.
- Actively support Badgerland’s Strategic Focus within the Service Unit.

INDIVIDUAL CORE COMPETENCIES

- **Innovative Solution Seeker:** Creatively and critically explore opportunities and challenges with an eye to solutions and forward-moving actions.
- **Emotionally Intelligent:** Personal awareness, self-control, and appropriate emotional expression; ability to build and steward interpersonal relationships judiciously and empathetically.
- **Gumption & Drive:** Through initiative and resourcefulness, set and reach ambitious goals; results-driven and self-motivated.
- **Diversity & Equity Advocate:** Passionate about creating and supporting diverse, equitable, and inclusive spaces in the Girl Scout community. Strong intercultural communication skills; value diverse thoughts and perspectives and the positive outcomes when all voices are heard.
- **Collaborative & Open to Learn:** Work effectively in teams to move the mission forward; respond positively to constructive feedback and seek learning and growing opportunities.

BADGERLAND STRATEGIC FOCUS

- Build an organization that reaches its goals and grows a membership that fully reflects our population.
- Increase new members (volunteers, girls, donors) with a focus on K-3, 5-6, and 8-9 grade levels and foster partnerships that support our growth.
- Grow retention across all segments with high quality leader support and sought-after programming experiences for girls.
- Demonstrate brand promise as the relevant, powerful, amazing organization that lifts girls and women for a lifetime of success.
- Delight our members understanding that they include troop co-leaders, girls, parents, donors, volunteers, and partners.
- Thoughtfully create systems and utilize accountability measures that ensure commitment to our strategic focus and long-term viability.