



Girl Scouts of the Missouri Heartland
877.312.4764 | Fax: 417.862.4120
210 S. Ingram Mill Road | Springfield, MO 65802

Direct Sales Advisor

Volunteer Position Description

Summary: The direct sales advisor is responsible for managing an external cookie cupboard for a district or region to support the Girl Scout Cookie Program. The nature of this position is to provide both indirect and direct service to girls. This position will be at a district or regional level.

Term of Appointment: The direct sales advisor is appointed for a one-year term that is renewable upon completion of evaluation processes.

Supervision: The direct sales advisor reports to the staff product program specialist in his or her region.

Support: The direct sales advisor will receive support, guidance, and encouragement from the staff product program specialist (PPS). The individual will also receive support from the staff membership marketing specialist (MMS) and volunteer support coordinator as needed. She or he will have access to relevant learning opportunities and materials that prepare for and support this role.

Responsibilities:

- Manage external cookie cupboards (or recruiting volunteers to assist in management of external cookie cupboards).
- Track inventory in external cupboard.
- Learn and operate the council's cookie web-based computer program within the external cookie cupboard setting.
- Communicate the inventory needs and numbers to the PPS within the region.
- Communicate council cookie information and messages through the external cupboard.
- Communicate the hours of the cupboard and providing as much accessibility as is possible.
- Accept and confirm deliveries from agents.
- Provide paper documentation needed as a result of cookie transactions.
- Communicate with other external cupboards regarding inventory.
- Provide a clean, secure, and dry location for storing cookies (or recruiting a location within the community).

Qualifications and 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 email and the Internet.
- **Additional requirements:**
 - Must become a registered member of Girl Scouts of the USA.
 - Must be an approved volunteer who completes the volunteer application and background screening that is renewed every three years.
 - Present a positive image of Girl Scouting to girls, volunteers, and community members through effective communication, high personal standards of conduct and knowledge of the Girl Scout program and organization.