

**GIRL GUIDES OF CANADA - LOUGHEED AREA
COOKIE ADVISER
JOB DESCRIPTION**

Looking to participate in Guiding at the Area level, without a demanding time commitment? Do you like to work at your own pace, and on your own time schedule? Then the position of Area Cookie Advisor might be for you!!

WHO?

- Likes attention to detail
- Able to set & meet deadlines
- Average computer skills (emails & data entry)
- Able to attend Area Advisor Meetings (every 2 months) & occasional Area meetings

DUTIES

- As Area Cookie Advisor, you are responsible for submitting Area's cookie order to Province twice a year. This involves emailing the District Commissioners with the deadline for completing & submitting a District Cookie Order Form to you
- Spring Cookie orders take place in January, Fall Cookies in June
- Once the forms are emailed back, you will submit all the District & Area Council orders through a Cookie Ordering Website by Provincial deadline.
- Sales Aids such as Cookie Dough Envelopes & Posters are also ordered this way, twice a year.
- Once a Cookie Delivery Schedule is finalized by Province, you will be sent a schedule which must be forwarded to all Districts, in a timely manner.
- As Area Cookie Advisor you often are contacted by Districts if they encounter a problem with the schedule, with delivery or with the cookies. You will need to advise them on steps they must take to rectify any problems. You would be communicating with the Provincial Cookie Advisor on any problems.
- Province will occasionally send you the contact information for a member of the public looking for cookies. You'll need to contact the person & match him/her to the nearest District Commissioner to arrange delivery.