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| Job Title: | Council Cupboard Clerk | Department: | Product Programs |
| Reports to: | Director of Product Programs | Supervises: | N/A |
| FLSA Status: | Non- Exempt | FT/PT: | Seasonal |

Company Overview

With offices and camps in Farmingdale, Toms River and Waretown, Girl Scouts of the Jersey Shore serves approximately 12,000 girls and adults in Monmouth and Ocean counties. Girl Scouts is the world's preeminent leadership development organization for girls, building girls of courage, confidence, and character, who make the world a better place.

Essential Job Functions

- Assisting volunteers with questions and understanding cookie orders
- Providing support to existing volunteers.
- Proficient in the use of Smart Cookies Software preferred or ability to learn.
- Answer all questions and solve issues in a timely and professional manner, striving for client satisfaction.
- Handling and filling cookie orders, including entering orders into our software system.
- Meticulous with details in order to follow chain of custody with packages.
- Assists Director of Product Programs with any other tasks as requested.
- Work with staff/departments as well as vendors as needed.
- Perform other duties as assigned.

Position is seasonal.

- Pay \$14.30 per hour- Criminal Background check required
- Will be required to work 32-34 hours/week
 - Tuesday, Wednesday 9am-4pm,
 - Monday, Friday 10am-4pm.
 - Thursday 12p-6p/8p
(Initial posting to 8pm. Will close appts at 6pm if there are no later appts by morning)
- Mid-Feb- April 10-open to GSJS troops and families
- Friday April 11 cleanup paperwork and space
- Week of April 14 (2 days) – cleanup, get paperwork in order

Skills & Qualifications

- Be or become a registered member of the Girl Scouts of the Jersey Shore
- Demonstrated experience in Smart Cookies Software preferred.
- Ability to work independently with minimal supervision.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to function well in a high-paced environment.
- Ability to be flexible and open to change.



- Experience identifying problems and implementing innovative solutions.

Physical Requirements

- Ability to lift, carry, and transport up to 20 pounds.
- Frequent sitting, standing, walking, bending, and twisting upper body.
- Continuous indoor and outdoor activities and exposure to weather.
- Must have a valid driver's license and reliable transportation, to be able to travel to our Farmingdale location.

Equal Opportunity Employment

Girl Scouts of the Jersey Shore is an equal opportunity employer. Qualified applicants receive equal consideration for positions without regard to race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy and harassment), marital status, domestic partnership or civil union status, sexual orientation, gender identity or expression, atypical hereditary or blood trait, genetic information, veteran or military status, mental or physical disability, or any other consideration made unlawful by applicable federal, state, or local laws.