

MOUNT VERNON
**FARMERS
MARKET**
— EST 1987 —

VOLUNTEER JOB DESCRIPTIONS

1. SATURDAY MARKET VOLUNTEER (Weekly)

Arrive at 8:45am-2:00pm

- Contact Shawna Mengle, Market Manager, for supplies
- Put up Market Basket Banner, if appropriate, and set up table and chair
- Display/sell market merchandise, Friends, Volunteer job description flyers and e-newsletter sign up list
- Encourage customers to become a 'Friend of the Market' and/or volunteer by sharing the above materials
- Give new 'Friends': 1 Raffle Ticket, 'Friend' Badge, Bumper sticker, Receipt and, Market Poster
- Early, if it's a Basket Giveaway Day, walk through the market accepting basket donations from vendors
- Display Raffle Basket at table
- Walking through the market and at the table enthusiastically sell \$1.00 raffle tickets for the Market Basket
- Greet market customers from 9am-1pm at booth or by walking through the market
- Assist Market Manager at market, selling market merchandise and raffle tickets. Track sales.
- Manager will announce Market Basket winner about 12 noon
- At close of market, secure all membership, merchandise and raffle monies and receipts and give to manager
- Talk with Manager and pass along any visitor comments, questions or concerns
- Pack up flyers, pens, badges, banner, bumper stickers etc. and put in plastic volunteer box
- Fill out volunteer hours and other suggested information on Volunteer sheet and give to Manager.
- This position requires commitment

2. BEHIND THE SCENES (Weekly)

- 8am-9am: help Market Manager set up the market, as directed by Market Manager

3. BEHIND THE SCENES (Weekly)

- 1pm to 2pm: help Market Manager take down the market, as directed by Market Manager

4. SURVEY TAKER (Monthly)

- Customer surveys, as directed by Market Manager
- Dot surveys, as directed by Market Manager
- Customer counts, as directed by Manager

5. DISTRIBUTER

- Help distribute various materials throughout the season, as directed by Market Manager

SIGN-UP VIA EMAIL

Just email us your name, email address, phone number, the jobs you are interested in and your availability (time and dates). Send the info to MountVernonFarmersmarket@ and Lizrisser@gmail.com