

## Mount Vernon Farmers Market

### Job Description – **Saturday Market Manager**

There are an estimated 45 vendors signed up to participate in the Saturday market each week including farmers, prepared foods, artisans and community organizations. Additionally, the market provides live music most Saturdays. The Market Manager directs the operation each Saturday throughout the season and is directly responsible to the Executive Director. Additionally, the Market Manager will work directly with staff, volunteers, Board of Director members, vendors and the public.

#### **Responsibilities**

- Provides a healthy, safe and secure market environment for volunteers, vendors and customers.
- Ensures compliance with all federal, state and local regulations and enforces MVFM vendor rules and regulations.
- Oversees other staff members.
- Oversees volunteers and directs volunteer tasks.
- Addresses and reports incidents to the proper authority.
- Is aware of health department rules and regulations as it relates to vendors and the safety of the public.
- Maintains vendor canopy safety rules.
- Ensures the safe and accurate financial transition of money exchange between the public and the EBT Clerk as well as vendor end of day reports.
- Must be aware of life safety issues.

#### **Market Day Operations**

- Works to create positive communication with vendors, sponsors, customers, staff and volunteers.
- First and last person on site.
- Sets up and breaks down each market day.
- Locks and unlocks storage shed.
- Oversees the general safety of the MVFM.
- Maintains the market grounds including removal of recycling and trash.
- Works directly with the Executive Director in developing and maintaining assigned vendor location.
- Checks in all vendors.
- Takes photos/videos and documents market moments to use in the marketing of the MVFM.
- Maintains the market booth alongside volunteers and staff, and keeps a good working order of information in regards to SNAP/EBT, WIC FMNP, market merchandise sales, donations, customer questions and concerns, etc.
- Tracks market day metrics as directed by the Executive Director.
- Provides market day reports as directed by the Executive Director.

- Attends all meetings as directed by the Market Executive Director.
- Must maintain a calm demeanor as issues may arise from the public, vendors, volunteers, Board Members etc.
- Works in all types of weather conditions for extended period of time.

### **Skills and Qualifications**

- Is passionate about the MVFM, its farmers, artisans, food vendors, community organizations etc.
- Leads with kindness, compassion and gratitude.
- Self-motivated with a desire to excel.
- Understands and recognizes marketing and marketing opportunities in order to help promote the MVFM in direct contact with the Executive Director.
- Communicates directly and succinctly via email, phone, and text message.
- Has understanding in conflict resolution and is able to solve issues quickly and effectively.
- Enjoys multi-tasking with a strong attention to detail.
- Understands market layout.
- Must maintain a valid Washington State driver's license with a safe driving record and access to a vehicle with the ability to transport supplies as needed.
- Has strong verbal and written communication skills.
- Is able to lift 50 pounds safely and regularly.

### **Hours**

- Is the first in and the last out each Saturday during the market season (approximately 22 weeks).
- 5:30 am – 4 pm
- Additional hours during the week for meetings as needed as well as working directly with the Executive Director.

### **Salary**

\$15 - \$17/ hr.