

**Town of Steilacoom  
Job Description**

**Incumbent** \_\_\_\_\_

**Supervisor** \_\_\_\_\_

**Position Title:**           **Farmers' Market Volunteer**

**Basic Function:**           The Farmers' Market Volunteer assists the Farmers' Market Coordinator in the operations of the Steilacoom Farmers' Market.

**Reports To:**               Farmers' Market Coordinator

**Duties and Responsibilities:** *(Essential Functions are underlined)*

**Market Activities:**

1.     Enforce Market rules.
2.     Maintain positive, non-discriminatory relations with all market vendors and shoppers.
3.     Assist with the set-up, and take-down of Market tents, tables, chairs, signs, road blocks, and other Market day items.
4.     Report Market emergencies, complaints, and customer requests.
5.     Collect referrals/recommendations from shoppers/vendors.
6.     Process electronic benefit transfer (EBT), supplemental nutrition assistance program (SNAP) checks, and collect money for point-of-sale (special assignment when designated).
7.     Provide positive/active support of Town customers, citizens, and co-workers.
8.     Performs other duties as assigned. *The duties listed above are illustrations of the types of work that may be performed in the position. Omission of specific statements of duties does not provide an exclusion if the work performed is similar, related, or a logical assignment to the position. The job description may be subject to change by the employer as the needs of the employer and/or requirements of the job change.*

**Knowledge, Abilities, and Skills:**

1.     Ability to interpret market rules, local/state safety guidelines and other pertinent laws/regulations.
2.     Ability to communicate and explain rules/regulations.
3.     Ability to follow written/verbal instructions.
4.     Ability to develop/maintain cooperative relationships with the public, vendors, and staff.
5.     Ability to accurately count cash and make change.
6.     Ability to effectively organize and prioritize work.
7.     Ability to work under limited supervision.
8.     Possess strong interpersonal skills exhibiting tact, patience, and courtesy.
9.     Skilled in working with diverse stakeholders.

**Minimum Qualifications:**

- High School diploma or GED equivalent.
- Possess strong communication skills.
- Must have reliable transportation to travel to various locations as requested.
- Incumbent must maintain a valid drivers' license and insurance when using a personal/Town vehicle on Town business.
- Must pass a background check.
- Individuals assigned to process financial transactions must pass a credit check.

**Physical Demands:** The position requires the incumbent frequently preform strenuous physical labor in a safe manner. While performing the duties of this position, the incumbent is frequently required to sit, stand, walk, bend at the waist, stoop, kneel, and crouch. The position requires the incumbent to engage in repetitive hand/arm movements, pushing/pulling, grasping. The incumbent is required to traverse uneven terrain in the performance of duties associated with the position. On a frequent basis, the incumbent will be required to lift/move/transport items weighing up to 50 pounds.

**Working Conditions:**

Work is performed in an outdoor environment with frequent exposure to varying weather conditions.