

# TOWN OF STEILACOOM

Incumbent \_\_\_\_\_

Supervisor \_\_\_\_\_

## Job Description

**Position Title:** Farmers' Market Coordinator **Date:** 4/27/17

**Basic Function:** The Market Coordinator is responsible for on-site management during market season, as well as a number of necessary pre-season and post-season tasks.

**Reports to:** Town Administrator

**Supervises:** Volunteers

**FLSA Status:** Nonexempt

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

### **Market Activities:**

1. Enforce Market rules, local/state sanitation/food safety guidelines, and other pertinent laws/regulations.
2. Respond to Market issues with local/state agencies.
3. Collect/deposit stall fees, commissions, and other Market receipts.
4. Maintain positive, non-discriminatory relations with all market vendors.
5. Ensure all facilities, equipment, and utilities are in working order.
6. Oversee/participate in the set up, and take down Market tents, tables, signs, road blocks, and other Market day items.
7. Handle emergencies, complaints, and customer requests.

### **Market Organization and Development:**

8. Create a basic layout of the Market with the goal of providing optimal product variety balancing regular offerings with new vendors and products.
9. Forecast Market's available space and recruit new vendors as needed.
10. Maintain Market data and update Market databases.
11. Recruit and build a strong vendor base as defined by Market policy and Market rules.
12. Coordinate, train, and supervise Market volunteers.
13. Support market sponsorship activities, including submitting and tracking corporate requests, private grants, and ensuring appropriate/timely recognition of sponsors.
14. Visit farms and other vendor locations as necessary.

### **Community Outreach:**

15. Build community relationships with surrounding businesses, town government, nonprofits, extension agents, food banks, neighborhood associations, etc. Coordinate the participation of such groups into market programs and events whenever possible.
16. Coordinate special events and market programs that provide wholesome and educational activities for the community.
17. Coordinate and promote market food assistance programs for low-income populations.
18. Take all possible steps to establish a positive, welcoming, and fully-accessible market environment.
19. Create and implement a publicity plan based on demographics of the Market. Marketing to the community may include publicity options such as press releases, radio/television spots, newspaper ads/articles, newsletters, and website promotions.

### **Financial Management:**

20. Work with the Town Administrator to establish an annual budget and monitor budget compliance.
21. Maintain updated records of all Market expenditures.
22. Maintain updated records of financial sponsorships, vendor deposits, and payments.
23. Provides positive and active support of Town customers, citizens, and co-workers.
24. 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 sanitation/food safety guidelines and other pertinent laws/regulations.
2. Ability to communicate/explain rules/regulations.
3. Ability to follow written/verbal instructions, and to write clear/accurate reports.
4. Ability to maintain a sense of humor and manage stress in healthy ways.
5. Ability to develop/maintain cooperative relationships with the public, volunteers, and staff.
6. Ability to effectively organize and prioritize work.
7. Ability to work a varied schedule.
8. Ability to work under limited supervision.
9. Ability to write and post web content.
10. Ability to write basic reports and establish/manage a Market filing system.
11. Ability to direct, supervise, schedule, and evaluate volunteers.
12. Knowledge of, and interest in, agricultural/food system issues.
13. Working knowledge of Microsoft Office suite, including Word, Excel, Outlook, and Publisher.
14. Possess strong interpersonal skills exhibiting tact, patience, and courtesy.
15. Skilled in working with diverse stakeholders.
16. Skilled in project management, program coordination, and/or event planning.

### **Minimum Qualifications:**

1. High school diploma or GED equivalent.
2. Proficient in the use of Microsoft Office (Word/Excel/Outlook/Publisher).
3. Possess a valid drivers' license/good driving record.
4. Experience in project management, program coordination, and event planning within a public service environment.

#### **Preferred:**

Prior market coordination experience.

### **Physical Demands:**

While performing the duties of this position, the incumbent is frequently required to sit, stand, walk up to nine (9) hours/day, bend at the waist, lift, stoop, kneel, and crouch. This position frequently requires the incumbent to engage in repetitive hand/arm movements, pushing/pulling and grasping. The incumbent must have the ability to give/receive oral/written instruction and explain policies/procedures. On a regular basis, the incumbent may be required to lift/move/transport items weighing up to 50 pounds.

### **Working Conditions:**

Most work is typically performed in an outdoor environment in all types of weather conditions. Use of a personal vehicle is required. The incumbent must maintain current insurance coverage. Mileage reimbursement is available. The position requires availability to work flexible hours