



## **Farmers' Market Assistant**

### **About Countryside**

Our mission is to connect people, food and land by promoting a resilient, sustainable food culture through programs, advocacy and education. We are a leading expert and innovator in conservation farming and community-based food programs, working in partnership with Cuyahoga Valley National Park, its farms, community stakeholders, and food entrepreneurs.

### **About Countryside Farmers' Markets**

As an outgrowth of the Countryside Initiative farm program, we began managing farmers' markets in 2004 and now operate 3 markets. 2019 is our sixteenth season in Cuyahoga Valley National Park, and our fifteenth season in Akron. The markets collectively generate over \$1M in annual sales and serve over 50,000 customers each year.

The purposes of Countryside Farmers' Markets are three-fold:

- Provide a venue where local farmers, producers, artisans, and artists can sell their high-quality products directly to the consumer.
- Connect consumers with a wide array of locally grown and produced foods and goods in a setting that allows them to interact directly with the grower or producer, thereby re-connecting them directly to the source of their food.
- Create a space that allows for community interaction and enjoyment, informal public education and civic engagement.

### **Essential Duties – Full time, year-round**

- Implements the purpose, goals, and objectives of Countryside and Countryside Farmers' Markets...

#### **On-Site Market Management – 40%**

- Coordinates on-site set up of farmers and vendors, information booth, musicians, cooking demonstrations, and various market events, and manages the necessary supplies to do so effectively and efficiently;
- Acts as on-site customer service agent and behind-the-scenes troubleshooter;
- Acts as primary contact for market volunteers;
- Responsible for accurate record-keeping of cash, credit, and token transactions, and required data tracking of EBT sales and incentive distribution;
- Other duties as assigned.

#### **Off-Site Market Management – 30%**

- Responsible for accurate post-market reconciliation and tracking of market currencies, vendor fees and sales;
- Assist with managing vendor paperwork, including insurances and appropriate licenses and certifications;
- Coordinates participation in market programming, including: musicians, non-profit organizations, Countryside Kids activities, and special events;
- Manages tracking and implementation of the Local Loyalty program for customers;
- Assists with vendor and customer communications.

### **Volunteer Coordination – 30%**

- Recruits, coordinates, and schedules volunteers for organization-wide positions using Volgistics;
- Communicates regularly with volunteer pool to encourage engagement and participation;
- Responsible for volunteer appreciation and recognition;
- Maintains accurate and up-to-date agreements for each volunteer, and develops position descriptions/Job Safety Analysis forms as needed;
- Attends trainings for Volunteer Supervisors held by Cuyahoga Valley National Park and implements best practices for safety protocols.

### **Key Skills**

- High-level customer service skills, with an approachable, patient, and informative communication style.
- Meticulous cash handling and record keeping.
- Independent and task-oriented work ethic.
- Ability to enforce policies and procedures with vendors, volunteers, and customers in an assertive and tactful manner.

### **Schedule Requirements**

- Saturdays, 6am to 2pm
- Weekday business hours
- Thursdays, business hours (November -May) and 1pm to 9pm (June-August)

### **Additional Qualifications**

- Must be willing to do physical work and be capable of lifting objects ~ 50lbs.
- Must have a valid driver's license, a clean driving record and be comfortable driving a transit van.
- Proficiency with Microsoft Excel and google apps required.
- Interest and background in local food and sustainable agriculture issues a plus.

### **Compensation**

\$12 per hour; plus attractive benefits package.

### **To Apply**

Applications are accepted on a rolling basis until position is filled; immediate start date preferred. Send a one-page cover letter, one-page resume and three professional references to Serena Jones, Farmers' Market Manager, at [sjones@cvcountryside.org](mailto:sjones@cvcountryside.org).