



JOB POSTING

On-Site Market Managers:
Kitsilano (Sun), Main Street Station (Weds), East Vancouver (Sat)
Farmers Markets

Are you a natural-born leader? Are you a people-person who can make the longest, rainy day seem full of sunshine and fun? Can you switch easily between important tasks while keeping an eye on the clock and making sure everyone is pulling in the same direction? How about motivation – have you got it and can you pass it along?

The Vancouver Farmers Markets (VFM) operate 4 busy neighbourhood farmers markets in Vancouver, which see about 12 000 people each week on Saturdays, Sundays and Wednesdays from May – October. The Winter Farmers Market operates twice a month at a single location from November – April. A Holiday Market takes place once a year in December. Coordinated by a small staff team from a central office, Vancouver Farmers Markets are growing at a fast pace to meet Vancouver's demand for fresh, 100% locally grown and produced food.

Vancouver Farmers Markets requires up to 3 On-Site Market Managers for the coming season. It is possible that one person could manage more than one market - please indicate your interest in this possibility in your cover letter.

This is a part-time, hourly, seasonal position

Compensation: \$15 hour (\$12 training wage), paid lunch break

Location: Kitsilano (Sun), Main Street Station (Weds), East Vancouver (Sat) Farmers Markets

Required: current driver's license, safe driving record, experience driving vans/trucks

Market Managers report to the Operations Manager and are responsible for the smooth operation of a weekly, outdoor Farmers Markets by:

- attending every Market they have been assigned to;
- arriving 2 hours before the market opens and remaining at least 1 hour after closing;
- receiving vendors and assisting them as needed with stall locations;
- directing the set up of the Market: traffic control, equipment assembly, signage & managing on-site assistants and volunteers;
- providing exemplary customer service to shoppers and vendors;
- dealing with minor conflicts & determining when more help is needed;
- cash handling & maintaining inventory;
- submitting weekly cash, sales, and market attendance reports;
- working as part of a management team – contributing to the overall success of all markets;
- attending monthly meetings with market management team.
- being enthusiastic supporters of the market, our vendors and the community.

We are looking for people who:

- have excellent written and oral communication skills - a written report will be required at the end of the season;
- are creative, enthusiastic and organized;
- have a positive attitude and enjoy working with and motivating a team;
- can set limits and say "no" with diplomacy;
- can think on their feet and make common-sense decisions on-the-fly;
- are self-directed as well as being open to direction from supervisors;
- have experience planning, promoting and/or implementing special events – community or otherwise;
- have experience leading a team of staff or volunteers;
- have regular access to a computer and printer and can read Word and Excel files;
- use email, internet and social media regularly and with confidence;
- enjoy and are able to work outdoors regardless of the weather conditions;
- know the basics concepts of retail sales, marketing and customer service;

- have a current BC Drivers License – driving a large market vehicle is required and a drivers abstract will be requested;
- have a FoodSafe Level one and Basic First Aid (or are willing to get these);
- can lift 50 lbs with ease and are able to stand for long periods of time.

Having an interest in at least one of the following areas: food security, community health, community development, community economic development, rural and urban interface is an asset however you'll learn quickly on the job so if you feel like you'd be right otherwise, don't let this hold you back. Ideally, you'll also be familiar with our markets and the neighbourhood surrounding the market you're interested in managing. We encourage market neighbours to apply!

Salary is \$15 per hour based on a 10 hour work-week. Four weeks of on-site training (approx. 32 hours total) will precede placement as a Market Manager. Training wage is \$12 hour. Monthly paid meetings will also be required. This is a contract position that ends when the market season ends.

Applications will be accepted until the positions are filled. Email resume and cover letter indicating your relevant experience with “On-site Market Manager Position” in the subject line to: roberta@eatlocal.org Resumes without a cover letter will not be reviewed.

Vancouver Farmers Markets thanks all interested applicants, but only applicants chosen for interview will be contacted.

No phone calls please.

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YOU ARE WHAT YOU EAT. PREPARE TO MEET YOUR MAKER.

Farmers Markets, Vancouver, B.C.

East Vancouver. West End. Main St. Station. Kitsilano. Holiday Market. Winter Market.