

Clay County Community Farmers Market - Market Manager Job Description

The Clay County Community Farmers Market is a community market, supported by the Clay County Cooperative Extension Office. The market will provide access to locally grown fruits, vegetables, and other farm products, while creating a sense of community within the county and city of Manchester.

The Market Manager is a part time position with primary responsibility being the day-to-day operation of the farmers market. This will include an on-site presence at the market during all market hours, as well as off-site work during non-market hours. The manager will report to the elected officers of the market who will set all market policy. In addition, the manager will represent the market to the market's vendors, the consumers, and to the community.

Duties

Serve vendors by:

Enrolling vendors in the market, Collecting all fees owed, make accurate accounting of them, and send money regularly to the CCFM Treasurer, Maintaining regular communication with vendors, Communicating market policies, activities, and rules to the vendors, Communication vendors' suggestions to the CCCFM elected officers

Promote the CCCFM by providing or overseeing the following:

Ensuring signage and banners are in good working order, Maintaining and updating the CCCFM Facebook page, Contacting vendors before each market to find out what they will be bringing and promoting that on the CCCFM Facebook page, Coordinating and assuring the distribution of all CCCFM informational and promotional materials, Ensure CCCFM advertisements are placed with the local newspaper and community organizations, Representing CCCFM at public and private events as mutually agreed upon by the CCCFM elected officers.

Perform administrative duties including, but are not limited to:

Maintaining data base of vendors contact information and any licenses, certificates and permits, Maintaining database of daily market sales, number of vendors, vendors sales, and special events, Oversee the administration & record keeping of Kentucky Double Dollars, Acting as a liaison to the CCCFM attending meetings, providing accounting and performance reports, Act as coordinator of new grants in 2018 as time allows and as mutually agreed upon by the two parties, Solicit organizations and businesses in the community to sponsor special market days, plan and coordinate special market days

The market manager will perform the following duties on-site:

Arrive at least 30 minutes before the beginning of market and remain throughout the market, Assist with vendor locations at the market as needed, especially with new vendors, Oversee the placement of market signs and parking cones, Ensure all state, county and market rules and regulations are followed, Answer questions for vendors and consumers, Resolve disputes that arise, Maintain market grounds in a safe manner, Oversee the operation and staffing of the market manager's booth, Take pictures of vendors booths and promote who and what is at the market during the beginning of market on Facebook by a post and/or live feed post, Conduct periodic customer counts on market days to assess the level of growth in market usage, Assure the market site is clean once the market is closed and the vendors have left for the day

Qualifications

Ability to think creatively , People person with skills in diplomacy, Dispute resolution skills, Good communication skills, Organizational skills, Marketing skills helpful, Self-motivated, Passionate about the community and local agriculture