

Novalea, Spryfield, & Fairview Clayton Park Farmers' Markets Job Description

Job Title

Outdoor Markets Volunteer Coordinator

Description

Working for the Novalea Farmers' Market Co-operative, the outdoor volunteer coordinator will be responsible for establishing, scheduling, and supporting a base of volunteers for three weekly outdoor farmers' markets including Novalea, Spryfield, and Fairview Clayton Park.

Responsibilities

Working under the volunteer board of directors, the candidate will:

- Arrive early and stay late on market days, managing and delegating volunteers
- Develop and execute a recruitment campaign with a smooth intake process for volunteers
- Maintain an organized database of volunteers for each location
- Train and schedule volunteers, including backups, weeks in advance of market days
- Train and manage volunteers with specific offsite tasks including
 - marketing & promotion
 - maintenance, storage and transport of market resources (tents, tables, signage)

Skills & Qualifications

- Familiar with and excited about local food systems and, ideally, farmers' markets
- Organized, on time
- Excellent communication skills both in-person and electronically
- Excellent leadership and delegation skills
- Suitable technical skills for creating & maintaining a transferable database of volunteers
- Able to lift and move pop-up tents and tables

Working Conditions

- Outdoors during markets, in all weather conditions
- Extended periods standing

Hours and remuneration

- 30hrs/week
 - 7am-1pm Saturday, 10am- 5pm Sunday, 2pm-9pm Wednesday
 - 10hrs flexible for administrative tasks
- \$15/hr
- Volunteer recruitment begins mid-may, markets run June 2nd until October 31st