



Fireweed Community Market Society
210B - 212 Main St
Whitehorse, YT Y1A 2B1
Tel. (867) 333-2255
www.fireweedmarket.ca

Outdoor Market Assistant Job Description

Position Title: Market Assistant	Date Finalized: TBD
Hours of Work: 8 hours/week	Salary: \$18-21/hr depending on experience.
Supervisor's Title: Market Manager	Type of Work: Seasonal (May 9th – September 19th 2024)

About the Outdoor Market

The Fireweed Community Market Society (FCMS) was formed in 2005 with the mandate of promoting the production and consumption of Yukon products. Since that time, strong community support has resulted in increasing membership and awareness of locally grown agricultural products, locally produced foods using local ingredients, locally grown garden and bedding plants, and locally made arts and crafts. The FCMS delivers two core markets in Whitehorse; the Outdoor Market in the summer in Shipyards Park and 12 Days of Christmas Market in December in the Kwanlin Dūn Cultural Centre.

This year, the Outdoor Market occurs from 3-7 pm, every Thursday for 20 weeks, May 9th to September 19th, 2024. Approximately 60-80 vendors sell at the market and draw about 1,000 visitors each market day. The market may also host buskers and other activities throughout the season, such as agricultural and art workshops and special events in partnership with community organizations. This season the market will be hosting 5 live music events from June 8th-July 6th.

Summary of Position

The Market Assistant is a seasonal position supporting the Market Manager and Market and Media Assistant in the day-of operations and execution of the Thursday outdoor market. These three positions compose the Market Team who worked together to successfully deliver the weekly markets. This position runs from May 9th, 2024 to September 19th, 2024, and includes 8 hours of work on location from 12pm to 8pm every Thursday. The Market day work includes a physically demanding market set-up (12pm to 3 pm), market delivery (3 – 7 pm), and market take-down (7 – 8 pm).

Principal Activities and Responsibilities

Market Day activities:

- Work with the Market Manager and second Market Assistant to deliver the 2024 Outdoor Market.
- On the Market Day - the Market Assistants will help unload the trailer and set up the market with tents, tables, chairs, and signs; attend the FCMS booth; help to collect fees and process transactions on a Square point of sale (POS) system for vendor and customer payment transactions;
- Take down and load the trailer after the market closes. This work will take place outdoors for extended periods of time in all weather conditions.
- Assist with trailer hookup and unloading and loading of market equipment for each market set-up and take-down. This will involve heavy lifting (tents, tables, sandbags), long periods of standing and walking.

- Attend the FCMS booth and deliver good customer service and process sales transactions.
- Accurately enter and monitor the sales made on behalf of the FCMS and vendors.
- Represent the FCMS to the public in a professional manner, understanding the FCMS mandate and Outdoor Market Rules and Guidelines.
- Work with the Market Manager to ensure that special events and workshops are delivered on schedule.
- Possibly assist in collecting videos, voice recordings, and photos for the market's social media platforms.

Qualifications

- A strong communicator who thrives in a busy outdoor market environment.
- Good working long hours under different conditions (rain, wind).
- Works with little supervision once instructed and good at taking direction.
- Work well as part of a team to support the friendly nature of the markets.
- Strong organizational skills and customer service.
- Knowledge in using an iPad and Square POS system (or equivalent).
- Knowledge of digital software and applications including;
 - Facebook and Instagram
- Lift and move heavy loads of up to 25 kg.

How to Apply

- To be considered for this position, please email a cover letter and resume stating why you should be considered.
- Email applications to FCMS Board of Directors, at info@fireweedmarket.ca
- Please indicate if there are any Thursdays between May and September where you would not be available to attend the market.

Thank you to all who apply. Only those applicants chosen for an interview will be contacted.

Sincerely,
 Board of Directors
 Fireweed Community Market Society