



Fireweed Community Market Society
220 - 2237 2nd Ave.
Whitehorse, YT Y1A 0K7
Tel. (867) 333-2255
www.fireweedmarket.ca

Outdoor Market Assistant Job Description

Position Title: Market Assistant	Hiring Date Finalized: May 3rd, 2019
Hours of Work: 8 hours/week (Thursdays)	Salary: \$14.00 - \$19.37/hr depending on experience.
Supervisor's Title: Market Manager	Type of Work: Seasonal (May - September 2018)

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 Dün Cultural Centre.

This year, the Outdoor Market occurs from 3-7 pm, every Thursday for 18 weeks, 16 May to 12 September. Approximately 40 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.

Summary of Position

The Market Assistant is a seasonal position for each market day on Thursdays, from 16 May to 12 September, with the primary responsibility of assisting the Market Manager with the day-to-day operations of the Outdoor Market. This includes market set-up (noon to 3 pm), market delivery (3 - 7 pm), and market take-down (7 - 8 pm).

The Market Assistant will help hitch the market trailer to the truck; 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; and take down and load the trailer after market closes. This work will take place outdoors for extended periods of time in all weather conditions.

Principal Activities and Responsibilities

- Work with the Market Manager to deliver the 2019 Outdoor Market.
- 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), 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 each special event is delivered on schedule.

Qualifications

- A strong communicator who thrives in a busy outdoor market environment.
- 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).
- 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 by Monday, April 22, 2019.
- Please indicate if there are any Thursdays between May 17 and September 13 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