

Scott County Farmers' Market Assistant Position

scottcountykyfarmersmarket@gmail.com

Position Descript

The Scott County Farmers Market is a Summer and Fall Market in the Courthouse Parking lot at the corner of Broadway and Washington Street in Georgetown. The Summer Market runs from Mother's Day weekend until Labor Day weekend from 9:00-1:00 each Saturday. The Fall Market runs from the second weekend of September until first weekend of October with additional Pop Ups monthly in Oct., Nov. and Dec. The position is for May 13th through October 7th. We have 20 vendors providing products (produce, crafts and added value. The Market Assistant will provide support to vendors selling at the market, be available to customers and positively promote the market in all interactions.

Salary

Contract pay of \$15 per hour for a total of 10 hours a week for 22 weeks for 2023 for a total of \$3,300 if present every week. The Market Assistant will be paid the last Saturday of each month.

Responsibilities:

1. Responsible for working Saturday from 8:00 – 1:30 from May 13th through October 7th with additional 4 ½ hours during the week for grant paperwork and social media support for a total of 10 hours a week.
2. Assist in market set up by putting up market booth, filling weekly signs, helping vendors if needed. Assist in market close down by packing up market booth, collecting any info needed from vendors, putting away market signs, assisting vendors as needed.
3. Assist with social media (Facebook and Instagram).
4. Manage the Loyalty Card Program – stamp cards, pass out cards, coordinate drawing, collect donations from vendors.
5. Assist with grant programs – track customer sign ups and pass out vouchers, collect vouchers from farmers and compile information for treasurer and monthly report, communicate opportunities to customers, collect gross sales information from vendors and compile for monthly report.
6. Contact food trucks, special events to confirm their participation each week.
7. Respond to questions and inquiries, directing them to members or board members as needed.
8. Notify board members (scottcountykyfarmersmarket@gmail.com) if there are any potential issues (food safety, customer concerns, etc.).
9. Assist with special events – Kid's Day, Loyalty Card Drawing, Sampling Days.

Education

High School Diploma - Some college preferred

Qualifications

Some knowledge of Farmers' Market Operations and local food systems

Leadership and problem-solving skills

Organizational skills

Marketing skills (social media, community outreach)

Creative thinking and self-motivation

Verbal and written communication skills

Basic financial skills

Please email your resume with references and a cover letter, to scottcountykyfarmersmarket@gmail.com by April 30th, 2023.

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