



Market Coordinator 2019

Reporting directly to the Haney Farmers Executive Director and working with the Market Manager, the Market Coordinator is responsible for preparing Memorial Peace Park for market day - marking out the site along with the smooth transition of electrical power and water to all vendors as required at each Saturday Market from April to October and Autumn market locations from mid October to mid November including any special markets (*actual dates and special markets to be decided*). A brief summary of duties includes:

- Communicate with the Market Manager weekly, daily as needed.
- Receive the site plan in a timely fashion on Friday afternoon.
- Prepare the van the day before, unload and load of the Market trailer and van on market day.
- Work with the Municipal Staff as they provide the power box, wash station, tables and chairs weekly.
- Connect all electrical and water as needed for vendors.
- Keeping in touch with vendors and looking after their well-being.
- During Market hours make friendly visits with vendors, check for weights, mats, stall/tent issues.
- Hand out and collect the Tracking of Sales slips from each vendor each day. Pass on to Market Manager to tally.
- Keeping the van, trailer, tents and other infrastructure in good repair.
- Discuss any minor or major repairs required to van/trailer/equipment/infrastructure.
- After rainy days air out all market equipment

This is a one day/week position for 9 hours a week each Saturday in the summer. A successful candidate is someone who is good with their hands, a friendly people person, and enjoys being at the market. **Please send cover letter/resume to Caden at Cadek@hotmail.ca**