

COMOX VALLEY FARMERS' MARKET

Bringing local food to local folks since 1992

The Comox Valley Farmers' Market Association has been bringing fresh, local nutritionally dense food to the Comox Valley and beyond for 28 years. We are committed to promoting the economic health of the local farm and food community, to providing quality locally grown farm products, to educating the community in agricultural issues and to promoting and supporting local agriculture.

We are looking for a passionate, community-oriented and energetic individual to join our team as a Market Coordinator to help with operations, both in the office and on the field, at our year round Saturday Market as well as our seasonal Sunday and Wednesday Markets. Although this position can be performed by one individual, there is opportunity to split the job amongst more than one.

The ideal candidate (s):

- is a people person
- is passionate about local food, food security or local agriculture
- is community oriented
- Is organized and detail oriented
- has excellent customer service skills
- is comfortable taking direction
- works well in team environment
- is comfortable with technology including computers, texting, email, social media and software such as MS Excel and Word
- a valid First Aid (Level 1) certificate
- a valid Market Safe of Food Safe certificate
- a valid Class 5 Drivers License (in good standing)
- be capable of towing, parking and securing a trailer (if needed)
- be capable of walking up to 5 km over a 6-hour period
- be capable of lifting and carrying up to 50 lbs
- is comfortable with handling cash

The Market Coordinator position is part time (approximately 16-20) hour per week, including weekends) and runs from mid June to mid October. The CVFMA will cover all WCB as well as Employer portions of EI, CPP and other payroll deductions.

How to Apply

Email your resume, including a minimum of 2 references, to info@cvfm.ca

Application Deadline

Resumes will be accepted until 12: PM on **Tuesday June 2, 2020**

We thanks all applicants for their interest in the Comox Valley Farmers' Market we will be conducting interviews between June 2-June 5, 2020.

Revised May 2020

Market Coordinator Job description:

The Market Coordinator assists the General Manager in managing on-site operations of the market. It is the Market Coordinator's job to ensure that the Comox Valley Farmers' Market Associations (CVFMA) Bylaws, Policies and Rules of Membership are being upheld on the field and inform the General Manager of any transgressions by vendors, visitors and community table participants.

Requirements:

This position requires a tow vehicle (when applicable), valid class 5 drivers licence (in good standing), first aid (Level 1) and food safe or market safe. The Market Coordinator is expected to be available for work on all market days (Sunday, Wednesday and Saturday when scheduled). Days off should be requested well in advance of the market to allow for planning replacements.

Duties:

1. Coordinate operations at the Comox Valley Farmers' Market, such as:
 - Set up and tear down of Information Table and displays, stage and sound equipment, signs, etc. This includes the pickup and return of gear to storage.
 - Ensure Information Table is managed with volunteers, when needed.
 - Take photos of product and post to social media each market day.
 - Distribute information to vendors, ensure vendors know and comply with the CVFMA Rules of Membership. When rules are in breach, remind vendors of the rules and report to the General Manager.
 - Manage collection of donations for performers.
 - Manage visitors on site as needed (including their dogs)
 - Correct behaviour and inform General Manager of any rules or policies being broken on site by vendors, visitors and community table patrons
 - Secure cash, coupons and tokens – all to be reconciled. Cash should balance within +/- \$2 per market.
 - Transport and set up stage with power and sound system on the market site, and return to storage after market (Saturday Outdoor Market and Wednesday Market)
2. Administrative support:
 - Attendance and mapping of weekly markets, when required
 - Attendance and collection of table fees at the market
 - Reconcile table fees to spread sheet and map, balancing within +/- \$2.
 - Collect any overdue fees at the following market.
3. Nutrition Coupon Program
 - Collect coupons at market
 - Reconcile coupons with spreadsheet
 - Report any issues to General Manager
4. Any additional related tasks as requested by the General Manager

Rate of pay

Revised May 2020

\$16 per hour. Timesheets shall be submitted bi-monthly. Funds will be direct deposited at each pay period.

Working Conditions:

The employee will be required to work outdoors in the spring/summer/fall season. Appropriate clothing will be required during all-weather situations and is the responsibility of the employee. The employee may also be asked to work from home when necessary. The employee is expected to comply with all additional or temporary safety measures put in place from time to time (ex COVID-19 Measures).

Commitment

The Market Coordinator will report to and take direction from the CVFMA's General Manager who is responsible to the Board of Directors of the CVFMA.

Problem resolution and Termination:

The Market Coordinator and the General Manager will undertake to meet with the intent to resolve any issues relating to work expectations and performance. A performance review will be completed periodically throughout the year with the first occurring at the end of the 90-day probationary period. The CVFMA may terminate employment for any reason whatsoever at its sole discretion, without notice, compensation in lieu, or termination or severance pay If deemed necessary during the probationary period. At the end of the probationary period, the employment contract can be terminated by either party, upon 30 days written notice and discussion of the reasons that termination is being proposed.