

Downtown Windsor Farmers' Market

Site Manager-Position Description



The primary responsibility of the Site Manager is to coordinate the smooth operation of the Downtown Windsor Farmers' Market. This position works with the Vendor Coordinators, Entertainment Coordinators, the Media Coordinator, the Market Chair as well as the market vendors to stage a consumer and vendor friendly farmers' market.

The Downtown Windsor Farmers' Market is a not-for-profit, volunteer-run organization that connects residents of Windsor and surrounding areas to the farmers of Essex County by providing residents with local, fresh and in-season food in an accessible setting. We aim to raise the profile of local food producers and entrepreneurs by giving them a venue in which to sell their goods, while educating the public about the rich agricultural diversity that exists in Essex County. Through partnerships we work to build a stronger sense of community, restore the positive image of downtown and bring vitality back to our city.

This position is for a 5-month contract, starting in June 2010 and running until November 2010, with a possibility for renewal. This position works closely with the Vendor Coordinators. This position is accountable to the Volunteer Committee.

- The 2010 Market season runs from June 12 to October 30.

Responsibilities

1. Oversee the set up and take down of the City Market on market days (placement of signs, tables and garbage receptacles in common areas, information booth)
2. Support vendors and buskers throughout the market day, including locating their stalls and assisting vendors to connect to electrical supplies if required.
3. Resolving any issues or conflict that arises with vendors or customers. Field compliments, comments or complaints from vendors or customers and pass onto the Volunteer Committee in writing.
4. Monitor and enforce the Market Guidelines and city bylaws.
5. Maintain an attendance database of market
6. Ensure safety, cleanliness and quality standards are being met by vendors.
7. Report and follow up on incident/accident reports.
8. Collect vendor fees and issue receipts if requested by Vendor Coordinators.

9. Reconcile monies collected and receipts given out with Vendor Coordinators within 7 days of collection.
10. Oversee the behavior and operations of all vendors, buskers, and volunteers on market days.
11. Assist in growing the market by encouraging new vendors to apply; distributing and collecting applications for review by the Vendor Committee.
12. Ensure vendor products comply with their approved application.
13. Cleaning of market site before set-up of vendors and after market hours, emptying of public garbage receptacles.

Candidate Qualities The successful candidate will be highly organized, personable, possess good financial skills and is a demonstrated team player. Strong communication skills, conflict resolution skills and an ability to thoughtfully think and act in a timely manner are required traits. Preference will be given to candidates with experience in working with farmers' markets. A police clearance is required, must be bondable, First Aid an asset.

Hours The Site Manager will work from 6:00am to 2:00pm every market day, (8 paid hours every Saturday).

To Apply: Please email or mail a cover letter and resume to:

Downtown Windsor Farmers' Market
401 Ouellette Ave.
PO Box 331
Windsor, ON
N9A 6K7

Email: info@downtownfarmersmarket.ca

Please direct all applications to the address above. Only successful candidates will be contacted.