

Market Director Job Description

Allen County Farmers' Market (Iola, KS) has a seasonal market director position opening. Qualified applicants should possess the following skills:

1. The Market Director must be available during all market hours throughout the season and have own transportation that can pull a trailer that would be parked on their premises when not at a market site.
2. Be willing and able to work outside in all weather conditions.
3. Be able to safely lift and carry at least 50 pounds.
4. The position requires the ability to work independently as well as inter-dependently with the team of volunteers and staff members.
5. The ideal candidate will be an enthusiastic advocate of local, regional, statewide and national agriculture.
6. The Market Director must be reliable, self-motivated and have good communication and customer service skills along with flexibility to adapt to change.
7. The ability to develop good team relationships with volunteers, vendors and shoppers.
8. Strong organizational and problem-solving skills, creative thinking for solutions.
9. Attention to detail, accuracy is of utmost importance in dealing with federal funds.
10. Basic computer skills – Word, Excel, Canva, Publisher, PowerPoint, videography a PLUS.

The contractor shall perform the following services for Allen County Farmers' Market either at the market site or at the office at 10 W. Jackson, Iola, KS. These duties specifically include:

- Enroll farmers/vendors in the market—either through seasonal vendor agreements or as daily vendors
- Operate market's EBT (Electronic benefit transfer) program, SNAP, DUFB and any future local programs
- Collect all stall fees owed, keep accurate records, and reconcile token accounts
- Arrive prior to market vendors arriving and remain throughout the market day to: properly place vendors in stalls, including assigning market stalls to daily vendors
- Place market signs, parking signs and barricades
- Ensure all rules and regulations are adhered to
- Ensure all state and county regulations are adhered to
- Answer questions for vendors and consumers

- Resolve disputes that arise
- Maintain market grounds in a safe manner
- Operate market manager's booth
- Operate Community Table
- Assist and or videotaping all food demonstrations, vendor & shopper interviews, presentations and entertainment
- Have nutritional and education materials to distribute
- Have recipes for seasonal, local foods that are available in the market
- Report to the market's governing body, providing accounting and performance reports
- Communicate market policies, activities, and rules to vendors, keeping them informed throughout the season
- Bring suggestions from vendors back to the market board/committee
- Solicit entertainment for market days, as well as sponsors for the entertainment
- Conduct customer counts each market day to assess the level of growth in market usage and periodic market surveys
- Assure the market site is clean once the market is closed and the vendors have left for the day
- Maintain database of vendors, their contact information, and any licenses or permits each vendor possesses based on the products they are selling
- Social media postings and development of marketing efforts
- Report to the Allen County Farmer's Market Board of Directors.
- Be responsible for the ACFM trailer by pulling to market, unloading for market, reloading at the end of market, pulling back to home for storage between markets.

Interested candidates should send a cover letter and resume to

info.allencountyfarmersmarket@gmail.com. Any questions can be addressed to Debbie at 620-228-3482.