

Job Description

Central Kitsap Farmers Market Manager

Overview:

The Central Kitsap Farmers Market is a project of the Kitsap Community & Agriculture Alliance (KCAA), a nonprofit organization, operated by a volunteer Board of Directors. The Central Kitsap Farmers Market was established in 2017 by the KCAA in response to the community's requests to provide a centralized outlet for producers as well as an easily accessible market for all.

The market takes place every Tuesday from 3pm – 7pm in Old Town Silverdale, between the Waterfront Park and boat launch. The market season starts the first Tuesday in May and runs through the second Tuesday in October.

The **Market Manager** is responsible for placing into storage, retrieving and transportation of all market items; putting out signage in Silverdale on morning of market; securing parking lot and signage day of market; setting up and taking down market items and equipment day of market; and being on hand during market hours (3pm - 7pm) for vendor issues and manning of the market information booth. The position also requires administrative tasks throughout the week leading up to the market.

This position is year-round and part-time: up to 15 hours / week during the market season (May – October), including 2 weeks before and 1 week after market season for a total of 26 weeks, April 17th – October 9th.

Special Note: all additional/requested hours must be run by KCAA's board of directors appointed market liaison for consideration.

Manager pay starts at \$14.00 per hour with potential increase after 60 day review based on performance.

General Requirements:

The CKFM Market Manager is required to be available for cell phone and email contact with board and vendors during the work week. The Manager must be willing and able to work outdoors and to safely lift and carry 50 pounds. The position requires the ability to work independently, as well as with a close team of board members and volunteers.

SCOPE OF WORK – Market Manager

Abstract:

The Central Kitsap Farmers Market Manager ensures the farmers market operates in compliance with the Washington State Farmers Market Association (WSFMA) Roots Guidelines, state law, health codes and organizational rules. The Market Manager completes office duties related to planning, record keeping and correspondence for the market.

Under the guidance of the Kitsap Community & Agricultural Alliance Board of Directors, the Market Manager will be responsible for the following activities:

Administration:

- Develop and maintain good working relationships and communicate effectively with the Board of Directors, market volunteers, vendors, consumers and community members.
- Work with the Board to update, prepare and communicate vendor applications, Market Rules, Code of Conduct, Complaint Procedures and Bylaws.

- Attend CKFM/KCAA Board meetings as needed, committee meetings, and annual meeting.
- Communicate weekly with the KCAA's board of directors appointed market liaison, and in person when needed at monthly KCAA board meetings.
- Assist vendors, community representatives, and consumers by providing market-related information, conflict resolution, and general aid as appropriate.
- Follow all CKFM Market Rules.
- Keep accurate CKFM vendor membership data, records and contact preferences.
- Recruit / manage all CKFM volunteers.
- Oversee sales and fee collection, maintain accurate records, track market income and expenses, and create monthly and yearly reports on all market activities.
- Assist the Board Treasurer / Finance Committee in the creation of Annual CKFM Operating Budget.
- Manage EBT, debit / credit card / token program, as well as Fresh Bucks incentive program.
- Maintain all market records & supplies in a provided location.
- Perform other duties necessary to support the market.

Site Management:

- Prepare market site maps and communicate vendor layout and market schedules to the vendors of each market.
- Perform onsite setup and breakdown of all CKFM markets.
- Ensure safety and cleanliness of the site before, during and at the conclusion of each market.
- Coordinate directional signs promoting the market around the community at key locations prior to opening on each market day, and remove/store those signs at the close of the market.
- Manage CKFM booth and coordinate/manage volunteers during each market..
- Monitor and enforce vendor Rules at the market, including WSFMA Roots Guidelines.

Promotion / Outreach:

- Work with the Board and volunteers to plan and carry out CKFM specific promotions, public relations, events, etc. designed to promote the market.
- Recruit vendors, particularly farmers and vendors with products that are missing from the market.
- Maintain and keep current social media presence, including creation of weekly email newsletter.
- Create and carry out CKFM marketing plan, including creation and distribution of market posters, flyers & postcards.
- Work with KCAA Board on CKFM fundraising.
- Seek and manage CKFM specific sponsors each year.
- Promote the farmers market and provide education about the importance of locally produced food through a variety of activities, including special events at the market, partner meetings / events, and in the greater community.
- Promote and provide education in the community about CKFM programming.
- Schedule and oversee any special markets and end of season vendor gatherings.