Position: Onsite Market Coordinator
Supervisor: Market Manager
Times/Dates: Saturdays, 7am – 3pm
Salary: $15.75/hr

Core Functions:
- Assist Market Manager and team with market set-up for our Saturday and Sunday markets
- Set up and maintain Market Information Booth with appropriate signage and literature
- Provide excellent customer service to customers, vendors, and general community
- Provide accurate information to shoppers and vendors regarding methods of payment and market currency guidelines
- Assist with coordination of vendor envelope system, market currency program, and accept payments
- Help greet, orient, and work collaboratively with volunteers.
- Maintain positive relationships with vendors, including being familiar with their products
- Handle cash transactions and manage cash box
- Run EBT/Debit machine for tokens
- Take down Information booth and return to truck for transport as needed
- Assist to take down market equipment, barricades and signs as needed
- Safely direct traffic of vehicles associated with the market event
- Help with market equipment and event set-up as needed

Job Requirements:
- Commitment to work every Saturday the entire Market season
- Strong customer service skills--friendly, outgoing, and helpful behavior
- Punctual and dependable
- Team-oriented while being self-motivated and able to work independently
- Able to read and understand maps
- Strong math skills
- Able to count tokens and money accurately
- Able to write legibly
- Complete multiple tasks within time constraints

Physical requirements:
- Regular heavy lifting, frequently 25 to 40 lbs., occasionally over 50 lbs
- Stand and walk for long periods