



Do you have a passion for supporting local?  
Do you love chatting it up with people?  
Do you want to help grow our market community?  
Do you love to spend time outdoors (rain or shine!)?

*You are exactly who we are looking for!*

## **Farmers Market Assistant Full Job Description**

### **About us**

*Millarville farmers' Market is a well-established Alberta Approved Farmers' Market in Millarville, Alberta 25 minutes south of Calgary. We provide authentic family experiences and exceptional facilities which celebrate our agricultural heritage, inspiring a sense of belonging for our community. The Market presents an incredible opportunity to make immediate and lasting impacts on the success of small businesses. Our small but mighty team values Accountability and Integrity, Family and Community, Success through Collaboration and Teamwork, Honesty and Respect for each other, and Humor and Fun to make the difference.*

Our work environment includes:

- Lively atmosphere
- Flexible working hours (June through Oct Saturdays are required)

Millarville Farmers' Market is recruiting a new addition to the team, a Farmers' Market Assistant. This team member is responsible for assisting with the operation of our summer and Christmas markets. Flexible work days based on need and availability. We are a very small team and looking for someone to help build our market community through new initiatives and activities.

### **Position Description**

- Approximately 20 hours per week
- Starting at \$20 per hour
- Work locations: In office and outdoors on event days at Millarville Racing & Agricultural Society grounds.
- Available hours: Saturdays (Aug 3<sup>rd</sup> to Oct 12<sup>th</sup>) 6:30am – 3pm, Tuesday – Friday flexible
- Will train upon hire

## Qualifications

- Team player with ability to take direction and work independently.
- Positive, collaborative, full of new ideas
- Trustworthy, FUN, and hardworking people-person.
- Great attitude with “get it done” spirit.
- Detail-oriented with excellent organizational skills.
- Reliable transportation.
- Strong communication skills: able to speak, listen and write in a clear, diplomatic, and thorough manner with a variety of stakeholders.
- Adapt to changing priorities and conditions.
- Are comfortable enforcing market policies, and can maintain positive vendor relations
- Strong conflict management skills.

## Job Responsibilities

- Market day set up and maintenance through software Marketwurks. All market aspects completed through software.
- On-Site Management. Remain onsite during market hours (outside, must be able to handle the elements as we are a rain or shine market).
- Vendor and Customer Relations. Assist the planned market activities and communications with vendors and customers via email and phone.
- Perform administrative functions leading up to and day of.
- Communicate and report directly to the Market Manager.
- Produce and implement new initiatives to increase the experience of visiting the market.
- Key Tasks and Responsibilities.

## Market Day Management

- Responsible for market site and market-day operations, ensuring smooth and successful market day activities; leading, directing and assisting vendors, volunteers and visitors as needed.
- Mark out vendor layout according to the weekly market map Friday afternoon.
- Perform routine vendor AHS inspections and ensure conditions are met or exceeded.
- Oversee and assist market staff and volunteers.
- Oversee additional Market activities.
- Perform other duties and assume responsibilities as apparent or assigned by the Market Manager or Operations Manager.

## Non-Market Day Duties

- Maintain and respond to emails.
- Update vendor changes to weekly markets .
- Assist with Marketwurks administration.
- Actively seek to develop market initiatives to increase memorable visitor experience.
- Seek out volunteer partnerships and community organizations/groups.

- Participate in planning, organizing, and executing Special and Seasonal Events for market and MRAS.
- Participate in ongoing vendor recruitment, application review, payment processing through Marketwurks.
- Other work/projects as assigned or collaboratively determined by the MRAS management team.

Job Type: Part-time

Pay: From \$20 per hour

Benefits:

- Flexible schedule (must be available most Saturdays Aug 3<sup>rd</sup> to Oct 12<sup>th</sup> and Thursday – Sunday Nov 7<sup>th</sup> – 10<sup>th</sup> & Nov 14<sup>th</sup> - 17<sup>th</sup>)

Schedule:

- 8-hour shift
- 6-hour shift

Application Question(s):

- Why are you interested in working at a Farmers' Market?

Work Location: In person

**Please send resumes attention Melonie McKee at [market@mras-track.com](mailto:market@mras-track.com)**

**Full job description: <https://www.millarvilleracetrack.com/get-involved/>**

We thank all applicants for their interest in this position, however, only candidates selected for an interview will be contacted.