

**YMCA OF GREATER CLEVELAND  
JOB DESCRIPTION**

<b>TITLE:</b>	Wellington Farmers' Market Manager	<b>SUPERVISOR:</b>	Vermilion Family YMCA Membership Director
<b>INCUMBENT:</b>	No	<b>DEPARTMENT:</b>	
<b>FLSA:</b>	Non-Exempt	<b>BRANCH:</b>	
<b>POINTS:</b>		<b>SUPERVISES:</b>	
<b>EFFECTIVE DATE:</b>		<b>DATE REPLACED:</b>	

**GENERAL FUNCTIONS:**

THRIVE! Southern Lorain County aims to build upon local culture to provide affordable opportunities for all to live healthier through improved nutrition, increased physical activity, and informed behavioral health. Its vision is that all communities served will have access to healthy living. The purpose is to increase access to and awareness of physical activity and nutrition resources in southern Lorain County communities in an effort to reduce metabolic syndrome (obesity, heart disease, and diabetes).

The Wellington Farmers' Market Manager will be responsible for successful operations of the Market. The Farmers' Market Manager will work closely with the Farmers' Market Director and the THRIVE! Marketing & Branding Associate to ensure a sustainable Farmers' Market in Southern Lorain County.

**QUALIFICATIONS:**

1. Ability to multi-task
2. Dedication to the Farmers' Market
3. Demonstrated passion for healthy living and providing access to goods that are Home Grown, Home Baked, and Home Made.
4. People skills, works well with others in a professional capacity, demonstrates emotional maturity while also maintaining a sense of humor
5. Innovative & Organized

**PRINCIPAL ACTIVITIES**

1. Vendor Management
  - a. Recruit new members & retain relationships with existing members
  - b. Create vendor application
  - c. Create vendor flyer with pertinent information.
  - d. Gather list of potential vendors, contact them, send or give vendor flyer.
  - e. Hold vendors meetings as needed throughout the year
  - f. Collect monies from the vendors, reimburse vendors for EBT tokens, coupons, etc.
2. Oversee Produce Perks
  - a. Seek out additional coupon/discount opportunities
  - b. Maintain EBT hardware and software
  - c. Account for all EBT transactions
  - d. Implement training for EBT accordingly

3. Marketing
  - a. Implement marketing plan
  - b. Contribute to the development of marketing plan with THRIVE! Marketing & Branding Associate
4. Maintain the Market's Financials
5. Recruit and involve "Friends of the Market" volunteers, including coordinating all activities (musicians, food demonstrations, businesses, community organizations)
6. Facilitate health code maintenance/ORC – collect necessary data
7. Facilitate board/committee relationships

EFFECT ON END RESULTS: Performance goals identified annually.

**Common Duties & Responsibilities:**

1. Set up and tear down the Market.
  - a. 4:00 pm - Set up signs, Market tent and table, the Business Sponsor and Community Spotlight tents and table, as needed, and the eating tables and chairs
  - b. 7:00 pm - Put signs, tables, tents, eating tables and chairs away
2. Be present at the Market, 5 pm - 7 pm
  - a. Make sure everything is running smoothly
  - b. Complete EBT transactions and hand out Produce Perks
  - c. Have vendors complete their reports and cash out any tokens and coupons
3. Support THRIVE! Mission
4. Frequent Communication with THRIVE! partners and YCMA supervisor

**Physical Requirements:**

The employee is expected to meet the physical requirements of the position, which may include, a frequent amount of sitting, standing and walking, reaching, stooping, kneeling, bending and occasionally lifting and/or moving up to 50 pounds. Lifting requirement of the position may be greater depending on the particular job to be performed

**General Requirements:**

Must be able to read, and write legibly and in an understandable manner. Must be able to effectively communicate with THRIVE! partners and YMCA staff.

**Work Environment:**

The Farmers' Market Manager is expected to work 10 hours per week, with flexibility depending on the season. The individual is asked to provide their own computer and applicable software, with allowances when necessary. The individual must have reliable transportation and is expected to work from multiple locations including on-site at the Farmers' Market.

Adherence to these performances standards is expected by the YMCA of Greater Cleveland and measurement of the adherence is part of the annual review and development plan process.

We understand and mutually accept that the above description and supplement represent our agreements as the job to be performed.

**Signed:**

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**Employee**

\_\_\_\_\_

**Supervisor**

**Date:** \_\_\_\_\_