



VACANCY ANNOUNCEMENT  
MARSHALL AREA YMCA

**Position:** Marshall Farmer's Market Coordinator

**Wage:** 6 Hours / Week x 20 Weeks Bi-Weekly pay of \$130.

**Benefits:** YMCA Adult Membership

**Timeline:**

Deadline for resumes..... March 30

Interviews anticipated..... April 2 - 13

Decision anticipated by.....April 20

Position start date .....Mid-June

**Preferred Qualifications:**

- Customer Service Experience
- Excellent written and verbal communication skills
- Working knowledge of marketing and social media practices
- Bi-lingual competence a plus
- Minimum of 18 years of age
- CPR, AED, and First Aid – YMCA will provide for chosen candidate

Application deadline is March 30<sup>th</sup>, 2018. YMCA application forms can be picked up at the YMCA or found online at [www.marshallareaymca.org](http://www.marshallareaymca.org). Applications or resumes can be delivered to:

Marshall Area YMCA, 200 South A Street, Marshall, MN 56258 Attn: Tom Bolin

Or by email to [tbolin@marshallareaymca.org](mailto:tbolin@marshallareaymca.org)

For more information on this position contact Margaret Palan [margaret.palan@unitedcapmn.org](mailto:margaret.palan@unitedcapmn.org) 507-537-1416 ext. 2116 or Tom Bolin [tbolin@marshallareaymca.org](mailto:tbolin@marshallareaymca.org) 507-532-9622.

## Marshall Farmers Market Seasonal Job Opening!

*The Marshall Farmers Market exists to serve the needs of community members and vendors by providing a place for people to gather, sell and purchase locally produced food and crafts, and share community information.*

**Position:** Marshall Farmers Market Coordinator – The Marshall Area YMCA serves as the Fiscal Sponsor for the Farmer’s Market and this position will be an employee of the YMCA.

**Job description:** The Farmers Market Coordinator will be responsible for coordinating activities around the Marshall Farmer’s Market EBT/SNAP & PoP (Power of Produce) program, which are designed to make the market’s fresh, healthy, local foods more accessible to low-income community members and increase sales for the market’s vendors.

**Status:** Part-time –Seasonal, Approximately 6 hrs. /week for 20 weeks. Mid-June–October. Requires availability either in-person or by phone on Saturday mornings during the market season (7:30 a.m. - 12:30 p.m.)

**Reports to:** YMCA Executive Director

**Compensation:** Bi-weekly wage of \$130. Free adult YMCA membership during employment.

### Duties:

- Understand Marshall Farmer’s Market token program, guidelines and requirements for the federal SNAP and Market Bucks program
- Understand the Power of Produce (POP) Club token program and its guidelines and requirements
- Manage the POP club which includes planning the 12 week program with other community partners
- Assist in marketing and promoting the Farmer’s Market and PPP club through various forms of social media
- Get to know the market’s vendors and assist them in understanding the token program–related rules and procedures and help them keep accurate records for token transactions
- Operate the card reader machine and dispense tokens and Market Bucks according to established procedure.
- Manage and take responsibility for the accuracy of paperwork, tracking, and before- and after-market accounting associated with the token system according to procedures. Report data to the YMCA & Hunger Solutions.
- Maintain adequate levels of all supplies for operating the token system including: POS paper rolls, charged batteries, reporting forms, receipts, collection logs, etc.
- Conduct vendor and consumer surveys in accordance to grant requirements.
- Take responsibility for set-up and tear-down (or coordination of another volunteer to set-up and tear down) of the information booth
- Provide general customer service, such as helping customers in search of specific vendors or products
- Be available to staff the information booth if needed
- Maintain volunteers’ schedule and assist with additional volunteer recruitment if needed

### Preferred Qualifications:

- \* Customer Service Experience
- \* Excellent written and verbal communication skills
- \* Working knowledge of marketing and social media practices
- \* Bi-lingual competence a plus\* Minimum of 18 years of age
- \* CPR, AED, and First Aid – YMCA will provide for chosen candidate