



Farmers Market Council Bluffs Manager  
Job Description 2022 – Seasonal Employment

Job Summary

The Farmers Market Council Bluffs Manager is a part-time seasonal position requiring approximately 6-8 hours per week (primarily on market day held every Thursday from 4:30 - 7:30 pm) May through September. The Market Manager's primary responsibility is to be on-site for vendor set-up and take-down, and during the market to oversee the operation of the Market and address any issues or concerns, as well as answer questions, and generally promote the Market. The position requires personal confidence, professionalism, the ability to communicate effectively, sound judgment and decision-making skills.

Responsibilities

- Attend and oversee every Market, held every Thursday, May through September 29, 2022.
- Organize weekly vendor map and email out to vendors every Tuesday
- Arrive at Bayliss Park by 2:30 PM each Thursday
- Oversee Iowa Western Community College volunteers who will assist set up and tear down of Market Manager booth which includes a table, canopy and signage, music and children's game areas.
- Place additional signs around Bayliss Park, as directed, promoting Market
- Chalk vendor assigned stalls
- Interact with Vendors arriving to set up at their assigned stalls
- Ensure they are parking in their assigned parking spot
- Ensure they are setting up in their assigned Vendor stall location
- Ensure their canopies are properly weighted down
- Ensure they comply with Market Rules & Regulations
- Efficiently and professionally resolve any issues or conflicts that arise
- Collect Vendor fee from Weekly Vendors if they have not already paid, and issue a receipt.
- Ensure Vendors are set-up before Market opens at 4:30 pm.
- Monitor and manage the Market:
  - Greet customers, answer questions, hand out 712 information as directed
  - Ensure the Market environment is safe with a pleasant atmosphere
  - Professionally enforce all rules and regulations, including no bikes or skateboards on sidewalks, dogs must be on a leash, no smoking, etc.
  - Collect or distribute Market information as directed.
  - Collect patron data as needed (estimating number of patrons each hr.)
  - Ensure ALL vendors stay until market close and market ends promptly at 7:30 pm
  - Remove Market signs and pack up Market Manager booth.
  - Ensure cleanliness of Market area before leaving.

The ideal candidate will have an interest in community events, health and wellness and understand the 712 Initiative's overall mission. Candidate must be reliable, friendly, professional, self-motivated, able to work independently, and have a reliable vehicle to ensure their participation at the Market each week, and to transport Market-related materials.

Commitment

This is a part-time, seasonal, hourly position that requires the ability to work every Thursday during the Market season: May 6 through September 30.

Compensation = \$15/hr

Send resume to: Sheryl Garst, [sgarst@the712initiative.org](mailto:sgarst@the712initiative.org)

The 712 Initiative

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