



Job Description - Union Station Market Coordinator

Reports to: Operations Manager

Position Structure/Timing: Part-Time Seasonal / Hourly

This is a seasonal position typically starting at the end of April and ending in early November. Exact start and end dates are determined by the Operations Manager and will be agreed upon at the time of hire. Market operation hours are expected to range from 20 to 25 hours a week.

Summary of Position:

The Market Coordinator, under direction from the Operations Manager, handles day-to-day operations associated with operating the Denver Farmers Market(s). The Market Coordinator is the face of the market to customers and vendors. They manage their staff and participate to organize materials prior to the market, lay out vendor placement, set up and breakdown the BCFM booth, conduct all opening and closing activities, enforce market rules and regulations, provide a safe environment, and ensure customer service standards are met.

Essential functions- Responsibilities include, but are not limited to:

- Budget Responsibility:
 - o Manage market operations to budget
 - o Participate in monthly review of budget performance with Operations Manager
- Market Preparation:
 - o Submit necessary permitting on time
 - o Coordinate with contractors for trash and bathroom service and other services required
- Weekly Organization:
 - o Organize POS, cash drawers, merchandise, staff schedules, and supplies prior to market day
 - o Create vendor maps for each market and update weekly
 - o Set up and break down market including POS and data connection
 - o Schedule and manage musicians, market guest schedule and community group Schedule
 - o Display, sell, and track merchandise inventory
 - o Schedule and manage volunteers at each market
 - o Enforce rules and regulations
 - o Compare vendor product to list provided at application
 - o Participate in Denver community development as directed by the Operations Manager

- Staff Management:
 - oParticipate in hiring seasonal market staff for the Denver markets
 - oManage the staff at the markets
 - oMaintain enthusiasm and dedication throughout the season with staff meetings and events
- Customer Service:
 - oBe on-site contact for vendors and customers
 - oEnsure customers are happy and vendors have support
- Vendor Relations:
 - oBe an active member of all communications with vendors relating to the Denver markets.
 - oBe prompt about email and phone responses
- Social Media & Market Events:
 - oWork with Marketing & Operations Manager to execute the social media plan for the Denver Markets and special events held at Market
 - oThis includes but is not limited to: seasonal activities and other community collaborations
- Provide additional support to other Market Coordinators and Operations Manager as needed related to market operations and/or non-market community events
- Create documentation and records of weekly activities as directed
- Maintain and contribute to positive environment at the farmers market and at the office

Skills and Attributes: A Market Coordinator...

- ... Is passionate about local food systems
- ... Is an energetic, resourceful, and collaborative leader
- ... Is Detail-oriented
- ... Is a good problem solver
- ... Holds productive boundaries
- ... Resolves conflicts in a positive manner
- ... Practices empathy and plays well with customers, vendors, and fellow staff

Supervisory Responsibilities: Supervise staff, interns, and/or volunteers

Equipment to be Used: Computer (desktop, laptop, and tablet), wireless devices, scanner, digital camera, printers, copier, mobile phone

Typical Physical Demands: Some use of computer, lifting up to 45lbs.

Working Conditions: Work environment includes outdoor markets, office, markets, and occasional farm visits. Early morning starts on market days. Markets are rain-or-shine in open-air environments. Temperatures can range from sub-freezing to wet to over 100 degrees and direct sun. Must be able to work 10-12 hours on market days. The Coordinator is expected

to know how to dress appropriately for variable conditions and ensure the same of their staff.
The Coordinator is expected to commit to the full season (May – October) of the Denver Market.

Compensation: \$15-\$17/hr., depending on experience.