YARMOUTH
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The Town of Yarmouth Community Services Department is Hiring!

Position Title: **Yarmouth Winter Farmers' Market Assistant Coordinator**

Department: **Yarmouth Community Services**

FLSA Status/Pay: **Part-Time/Seasonal Position (Up to five hours per week)**
$20.00 per hour

Location: **November through March (Each Tuesday at Gather)**

Closing Date: **Open until filled. Applications are being accepted and will be reviewed on a rolling basis until the position is filled.**

The Town of Yarmouth is currently accepting applications for a Yarmouth Winter Farmers' Market Assistant Coordinator. Please reference the full job description on the Town of Yarmouth website (under Human Resources).

The Yarmouth Winter Farmers' Market Assistant Coordinator will work approximately five (5) to seven (7) hours per week. Hours may include 1) off-season preparation meetings as scheduled by the Steering Committee and 2) the Winter Farmers' Market season (November through March).

DESCRIPTION:
The Winter Farmers' Market Assistant Coordinator supports the weekly operation of the Yarmouth Winter Farmers' Market during its initial season. This position works to make the market run smoothly each week, supports vendors and customers, and represents the market to the community, partners, and the town. This is a part-time position.

ESSENTIAL JOB FUNCTIONS:
- Plan, oversee, and carry out aspects of the weekly market including, but not limited to coordinating location of each vendor, organizing volunteers' duties, setting up the signs, tents, tables, and other general site needs.
- Coordinate the on-site customer services to both vendors and guests.
- Keep the Steering Committee members informed via email or in person.
- Communicate space assignments to vendors.
- Enforce YFM rules as well as local and state regulations as necessary.
- Maintain effective working relationships with the Steering Committee, the Coordinator of YFM, guests, and volunteers.
- Collect vendor fees and donations to be delivered to YCS upon receipt.

ESSENTIAL JOB FUNCTIONS (Continued):

- Distribute vouchers or payments as needed to performers, vendors, and the public, as needed.
- Facilitate EBT transactions for SNAP customers.
- Handle emergencies, complaints, and customer questions, and report to YCS and YFM representatives.
- Clean-up of the site at the end of each event.
- Assist with promoting the market as well as SNAP outreach.
- Perform other work as required.

REQUIREMENTS/SKILLS:

- Graduation from high school. Experience working in community events is helpful.
- Organizational skills and time management capabilities.
- Excellent communication and interpersonal skills.
- Knowledge and familiarity with event equipment.
- Functional knowledge of email communications.
- Ability to develop, coordinate and direct varied activities related to a community event.
- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, community leaders and the general public.
- Ability to communicate effectively both verbally and in writing. Ability to multitask.
- Ability to plan and supervise the work of volunteers.

The Town of Yarmouth is a great place to work! Come join us! Want to learn more? Please contact Yarmouth Community Services (846-2406) or Human Resources (847-5511).

To Apply: Please submit a complete application packet to hr@yarmouth.me.us. Your materials should be addressed to the attention of Yarmouth Community Services/Farmers' Market. Please include the Town's Employment Application, along with either a letter of interest or resume, to outline your experience.

The Town of Yarmouth is an Equal Opportunity Employer (EOE). The Town of Yarmouth does not discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral or any other aspect of employment on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. The Town of Yarmouth does not discriminate against qualified applicants and employees with disabilities in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral or any other aspect of employment. The Town of Yarmouth also provides qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship on the Town of Yarmouth.