

2024
TOKEN COORDINATOR JOB DESCRIPTION
Williamsburg Farmers Market

Reports to: Market Manager

Summary: On-site token coordinator on Saturdays at the Williamsburg Farmers Market location. Tokens are market currency. The market accepts SNAP/EBT, W&M Express, and Credit/Debit. The market also participates in VA Fresh Match, which provides a match for SNAP/EBT.

Responsibilities:

Saturday Market Day: 6:30 am – 3 pm

The token coordinator oversees the main market tent(s) and assists in the setup and breakdown of the market. The token coordinator works closely with market management, vendors, volunteers, and guests while providing superior service. After the farmers market, the token coordinator reconciles the tokens, merchandise sales, cash, credit card, and all other transactions.

Qualifications:

Must be available Saturdays 6:30 a.m. – 3 p.m.

Ability to collaborate in the token program's planning and organization, communicate effectively with a diverse public, and work independently without on-site supervision.

Desire to learn (or knowledge of) how SNAP/EBT works in the market.

Ability to tactfully enforce all Policies and Guidelines.

Enthusiasm for the Market is paramount.

Interest in fresh local food and the low-income community is a plus.

Experience with POS systems, customer service, and/or retail preferred.

Training:

Provided by the manager.

Time Commitment:

8.5 hours each Saturday during the Market Season, February 10, and March 16 through December 21.

Salary:

Compensation will be paid bi-weekly based on \$16.00 per hour. This is a contractual position supervised by the Market Manager and approved by the Board of Directors.