

2024
Program COORDINATOR JOB DESCRIPTION
Williamsburg Farmers Market

Reports to: Market Manager

Summary: The program coordinator will help plan, manage, and oversee the Power of Produce Club and the Chef's Tent and will assist and facilitate the farmers market activities on Saturday under the direct supervision of the market manager.

Responsibilities:

Saturday Market Day: 6:30 am – 1 pm

The program coordinator facilitates the market programs (chefs demos, POP Club, and music) and assists in the setup and breakdown of the market. The program coordinator works closely with market management, vendors, volunteers, and guests while providing superior service. The program coordinator works part-time and should plan to work at least 4 hours a week in the office (remote possible) in preparation for the market programs.

Qualifications:

Must be available Saturdays 6:30 a.m. – 1 p.m.

High School Diploma or GED equivalent

Great customer service skills

Ability to work with diverse groups, including the Board of Directors, Market vendors, volunteers, customers, and community businesses and organizations.

Ability to lift up to 50 pounds and wheel a hand cart.

Preferred qualifications:

- SERV Safe Certification
- Experience working with children.
- Project Management Experience

Training:

Provided by the manager.

Time Commitment:

10 hours a week, including at the market on Saturday.

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.

To apply: Send your resume and cover letter to Tracy Frey at therner@williamsburgva.gov by January 19, 2024.