

## Wytheville Farmers Market Manager Job Description

The Wytheville Farmers Market Manager position is an Independent Contractor position and is classified as a part-time job. The Market Manager is not an employee of the Wytheville Farmers Market, reports to the WFM Board of Directors and his/her actions are subject to board approval. As a part-time Contractor the number of work hours required varies from month to month. The approximate number of work hours per month is sixty-four however these hours vary from Spring/Summer market months and the Winter market months. The Market Manager will be paid monthly and is required to complete a timesheet and invoice and submit to the WFM Treasurer on the last day of the month for payment.

The Market Manger will enforce the Wytheville Farmers Market rules and regulations, the Virginia Department of Agriculture, Virginia Department of Health, all State of Virginia Regulatory Agencies, and the Consumer Services Food Safety regulations.

Manage WFM Vendor spaces, collect Vendor fees, and forward these fees to the WFM Treasurer.

Prepare Grant applications for submission, prepare mid-year and year end Grant reports. All reports will be sent to Board for review and approval before submission.

Design calendar events brochures and submit to Board for approval. Coordinate printing and distribution.

Coordinate advertising for the market.

Attend the WFM Board of Directors monthly meetings. Provide a monthly Market Manager's report to the WFM Board of Directors and reports for the pre-season and post-season meetings with Vendors.

Develop a marketing plan, budget, vision, and goals in conjunction with the WFM Board of Directors for the future of the Wytheville Farmers Market.

Manage the WFM Website and updates to Social Media.

Represent the WFM at Community and Civic functions as well as attend meetings with the Town of Wytheville and the Wythe-Bland Foundation.

Verify that all products are locally grown or produced, verifying the Grower Certification Form for each WFM producer.

Arrive a minimum of one hour prior to the opening of the WFM and facilitate set up of the WFM as well as facilitate clean up at market closing.

Help to promote and oversee Senior Nutrition, Food Stamp and Supplemental Nutrition Assistance/Electronic Benefit Programs (SNAP/EBT). Educate WFM Vendors and WFM Customers in the use of these programs. Process SNAP for customers online and submit report for vendor reimbursement.

Facilitate market events and fundraiser activities and coordinate weekly events held in the kitchen.