

# **SOUTH WEDGE PLANNING COMMITTEE**

224 MOUNT HOPE AVE., ROCHESTER, NY 14620 ▲ PHONE: (585)-256-1740 ▲ FAX: (585) 256-1497 ▲ WWW.SWPC.ORG

**January 21, 2010**

## **The South Wedge Planning Committee, Inc. seeks candidates for the position of Market Manager for the South Wedge Farmers Market.**

The South Wedge Farmers Market, now entering its fourth year, is a grassroots, neighborhood-based market that connects consumers directly with farmers and small-scale food producers. Our motto: “choose the food less traveled.”

The South Wedge Farmers Market is recognized as one of the best small farmers market in upstate New York and has a reputation for innovation. The market is also part of the South Wedge Community and has become a place for the community to gather.

The individual will have the opportunity to continue the development of the market but to become a unique South Wedge urban village.

This is a part-time position between 10 and 20 hours per week depending on the time of the year. Compensation is fair and based on experience and skills. The position is available now.

The position reports to the Executive Director of the South Wedge Planning Committee, Inc. The South Wedge Planning Committee, Inc is a 501 © non-profit neighborhood preservation corporation.

The South Wedge Planning Committee builds community in the South Wedge, encourages a full range of housing opportunities, and promotes a diverse, historically significant, and commercially sustainable urban village.

The South Wedge Planning Committee, Inc. is an equal opportunity employer.

For information on the South Wedge Farmers Market and the South Wedge Planning Committee, Inc. please visit our WEB sites – [www.swfarmersmarket.org](http://www.swfarmersmarket.org) and [www.swpc.org](http://www.swpc.org)

To apply please complete the following application and submit electronically to [rboyd@swpc.org](mailto:rboyd@swpc.org). If you have questions please contact Robert Boyd at 585-256-1740 Ext 102. Applications are due no later than February 9, 2010 at 5PM.

## **Job Description for the South Wedge Farmers Market – Market Manager**

The individual will be responsible for running the South Wedge Farmers Market.

- **Activities done outside market day:**
  1. Planning – determine market make up and vendor selection, book music and other activities, conduct market evaluations.
  2. Marketing – develop marketing strategy and then execute marketing plan. This includes updating and maintaining the WEB site and newsletters.
  3. Relationship management – manage relationships with vendors, local businesses, community organizations and community members. This would include visits to farms.
  4. Finance and Fundraising – work with other SWPC team members to ensure that financial controls are in place and running. Assist in the preparation of grants and other fund raising activities.
  5. Project management – the market will apply for grants that may require additional project management work. This will be dependent on each grant and the income will cover any additional costs. An example of this is SWFM/SWPC were awarded \$5,970 for a program with School 12. The grant will require someone to arrange for a field trip to a farm, purchase and delivery of food for a tasting and cooking program.
  6. Work with the South Wedge Farmers Market Advisory Committee to set policy and to monitor activity.
  7. Coordinate volunteers to engage the community.
  8. Continually work to build the name and reputation of the South Wedge Farmers Market.
- **Activities done on market day:**
  9. Supervise staff in setting up, clean up and tear down of tents, materials and equipment
  10. Ensure market runs smoothly interacting with vendors, musicians and customers. This includes trouble shooting as appropriate.
  11. Supervise staff in process credit card, EBTS transactions and handling of cash.
  12. Ensure that all vendors are in compliance with applicable Health Codes and food handling requirements.
  13. Ensure that all appropriate signage is in use at the market.

***This position requires a unique individual who has a broad base of skills to achieve success in the areas of responsibilities.***

***The individual should have the following skills:***

- The ability to interact with a broad array of people.
- Strong communication skills (verbally and in writing).
- The ability to work as part of a team.
- The ability to provide leadership to fellow team members, volunteers, vendors and other members of the community.
- Passion for the mission.
- Experience with farmers markets (paid or unpaid).
- The ability to work independently.
- Understanding of health codes and food handling requirements.
- An appropriate educational experience

**The South Wedge Planning Committee, Inc.**  
**224 Mt. Hope Avenue**  
**Rochester, New York 14620**  
**Application for Employment**  
**January 2010**

**An Equal Opportunity Employer**

SWPC is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of the organization.

**Name:**

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**Address:**

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**Contact Phone Number:**

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**EMAIL ADDRESS:**

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**EMPLOYMENT HISTORY:**

Present Or Last Position:

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Position Title: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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**Previous Position:**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Position Title: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**May We Contact Your Present Employer?**

Yes \_\_\_\_\_ No \_\_\_\_\_

If hired, on what date can you start working? \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Can you work on the weekends? [ ] Y or [ ] N

Can you work evenings? [ ] Y or [ ] N

Are you available to work overtime? [ ] Y or [ ] N

Salary desired: \$ \_\_\_\_\_

**Personal Information:**

Have you ever applied to / worked for Company before? [ ] Y or [ ] N

If yes, please explain (include date): \_\_\_\_\_

Do you have any friends, relatives, or acquaintances working for Company? [ ] Y or [ ] N

If yes, state name & relationship: \_\_\_\_\_

If hired, would you have transportation to/from work? [ ] Y or [ ] N

Are you over the age of 18? (If under 18, hire is subject to verification of minimum legal age.) [ ] Y or [ ] N

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States? [ ] Y or [ ] N

Are you able to perform the essential functions of the job for which you are applying, either with / without reasonable accommodation? [ ] Y or [ ] N

If no, describe the functions that cannot be performed

\_\_\_\_\_

*(Note: Company complies with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.)*

I certify that information contained in this application and the attached resume is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature \_\_\_\_\_

Date \_\_\_\_\_