



ARCHANGEL GABRIEL

P A R I S H

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A Pennsylvania Charitable Trust

ARCHANGEL GABRIEL PARISH

JOB DESCRIPTION

ROBINSON FARMERS MARKET MANAGER

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|-------------------------------|--|
| Position Title: | Robinson Farmers Market Manager |
| Reports to: | Director of Engagement |
| Direct Reports: | No paid direct reports |
| Provides direction to: | Volunteer support teams |
| FLSA: | Part Time Non-Exempt |
| Hours: | Average 8 hours per week for 20 weeks on Mondays May 18-October 12 with an additional 22-40 total hours prior to the start of the season beginning in February |

The Robinson Farmers Market Manager directs and supports the work related to the operations of the Robinson Farmers Market under the direction of the Director of Engagement. This position includes on-site presence at the market during all market hours and has off-site work during non-market hours.

RESPONSIBILITIES AND TASKS

Under the direction of the Director of Engagement, the Robinson Farmers Market Manager:

- Recruits, enrolls, and coordinates with market vendors
- Recruits, enrolls, and coordinates with sponsors
- Recruits and coordinates with outside community organizations
- Recruits and coordinates with musicians
- Collects all fees owed
- Coordinates and directs all volunteer support teams
- Researches and implements best practices for integrating SNAP
- Facilitates the monthly family day entertainment
- Ensures all volunteers have safe environment clearances

- Designs market set-up to accommodate the maximum number of vendors with adequate space
- Manages market operations from 1:00 PM until final clean up (usually 8:00 PM)
- Is present and visible at the market to answer questions, assist vendors as needed, maintain public order, and identify any potential hazards or problems to ensure a clean and safe environment
- Settles conflicts
- Coordinates with the Director of Operations or delegate
- Collaborates with the Coordinator of Safe Environments to ensure that all requirements, policies, and mandates for volunteers are in compliance with the Diocesan Office of Child and Youth Protection
- Collaborates with the Communications Coordinator
- Promotes market to increase awareness via digital and print media
- Updates the website as needed
- Ensures all agreed upon sponsor offerings (e.g. booths, signs, etc) are displayed
- Other duties as assigned and agreed upon

COMPETENCIES AND SKILLS

1. Personal Competencies:

- a. The Robinson Farmers Market Manager shall have a fidelity to the faith and tradition of the universal Church.
- b. Expresses the desire to make disciples.
- c. The Robinson Farmers Market Manager shall have the good physical and psychological health commensurate with the responsibilities of the position and shall possess personal qualities that exhibit a prayerful spirit, maturity (both personal and spiritual), flexibility, initiative, adaptability to pastoral situations, and strong interpersonal skills.

2. Professional Competencies:

- a. Strongly skilled in Microsoft Office and various digital media platforms
- b. Excellent interpersonal skills with the ability to negotiate
- c. Willingness to learn new software and programs as well as remaining up to date with existing and emerging digital media

CARDINAL'S CLAUSE

A signed copy of the Cardinal's Clause must be kept on file for the communications coordinator.

Date of review: _____

Signature of employee: _____

Signature of pastor or delegate: _____