

Farmers Market Information Booth

Volunteer Responsibilities

- Complete SNAP retailer training/read materials. Coordinator will conduct this training with you.
- Retrieve equipment from YMCA (set up at 7 a.m. on Saturday) by asking for the farmers market SNAP/EBT equipment at front desk.
NOTE: A list of all the equipment is included at the storage site.
- Set up equipment/tent at farmer's market Information Booth site.
- Manage the SNAP/EBT booth from 7:30 a.m. to 12:00 p.m. Greet everyone.©
- Correctly manage token exchange, Market Bucks coupons, Hunger Solutions (match \$1 to \$1 up to \$10). Always take your time, double count.
- Record each SNAP customer on the Market Bucks Transaction Log.
- Record the \$5 Market Buck Gift Certificate from SNAP customers when presented and give the customer 5- \$1 Market Bucks in return. (this may not be available every year) This is also done on the Transaction Log.
- Accept tokens /Market bucks from vendors at the end of the day and fill in the \$\$ amounts/Market bucks data separately on each vendor's record sheet in binder. Have vendor & you initial both binder copy & their copy. Enter the \$\$ amounts; not the # of tokens.
- Complete volunteer hours served on the Volunteer Hours sheet.
- Close the booth, pick up signs/tent/table and return this to the store room. Check area for garbage and other items left out. Return bag with card reader & tokens to the front desk attendant at the YMCA & they will lock it up.
- Checks for vendors are processed once a month and mailed to each vendor.
- **THANK YOU FOR VOLUNTEERING TODAY!** We could not do this program without you!

Marshall Farmers Market Seasonal Job Opening!

The Marshall Farmers Market exists to serve the needs of community members and vendors by providing a place for people to gather, sell and purchase locally produced food and crafts, and share community information.

Position: Marshall Farmers Market Coordinator

Job description: The Farmers Market Coordinator will be responsible for coordinating activities around the Marshall Farmer's Market EBT/SNAP & POP (Power of Produce) program, which are designed to make the market's fresh, healthy, local foods more accessible to low-income community members and increase sales for the market's vendors.

Status: Part-time, seasonal, approximately 5-7 hrs. /week, July–October. Requires availability either in-person or by phone on Saturday mornings during the market season (7:30 a.m. -12:30 p.m.). Must be 18 years or older.

Reports to: YMCA Accountant/Market Fiscal Host & Hunger Solutions

Compensation: \$1,000 for the 2017 market season

Duties:

- Understand Marshall Farmer's Market token program, guidelines and requirements for the federal SNAP and Market Bucks program
- Get to know the market's vendors and assist them in understanding the token program-related rules and procedures and help them keep accurate records for token transactions
- Operate the card reader machine and dispense tokens and Market Bucks according to established procedure.
- Manage and take responsibility for the accuracy of paperwork, tracking, and before- and after-market accounting associated with the token system according to procedures. Report data to the YMCA & Hunger Solutions.
- Maintain adequate levels of all supplies for operating the token system including: POS paper rolls, charged batteries, reporting forms, receipts, collection logs, etc.
- Take responsibility for set-up and tear-down (or coordination of another volunteer to set-up and tear down) of the information booth
- Provide general customer service, such as helping customers in search of specific vendors or products
- Be available to staff the information booth if needed
- Maintain volunteers' schedule and assist with additional volunteer recruitment if needed

Preferred qualifications:

- Customer service experience
- Excellent written and verbal communication skills
- Willingness to get out and have fun with your community!

If you're interested in a fun summer helping with the Marshall Farmers Market and would like more information: e-mail Tom Bolin