



Pelham Farmers Market - Market Clerk Position

Overview

The Pelham Farmers Market (PFM) is a not for profit Seasonal Farmers' Market operating between May and October at Pelham Town Square on Thursdays from 4:00pm to 8:30pm.

The PFM is looking for an individual or group to fill the role of Market Clerk on Thursday Evenings.

The Market Clerk will report to and be compensated (honoraria) by the PFM Committee.

The Market Clerk position plays an integral role in the operation of the PFM requiring a positive and professional manner.

Location of Work: 20 Pelham Town Square, Fonthill

Time Commitment: Must be available Thursdays 1:00pm – 9:00pm; May – October, and be available to attend committee meetings at the call of the Chair of the PFM Committee.

Duties Include

- Overseeing the weekly operations of the Pelham Farmers' Market ie vendor scheduling, collecting monies, writing receipts etc
- Working closely with Town staff to handle the opening and closing of the PFM area
- Working closely with the Farmers' Market Committee during the season
- A goodwill ambassador to vendors and patrons that attend the Market
- Ability to work as part of a team and as a leader
- Ability to think on their feet, problem solver, and positively deal with minor conflicts
- Good communication and customer service skills, promoting a collaborative and respectful atmosphere within the Market.
- Required to attend meetings outside of the market season along with e-mail communications throughout the year as part of the Pelham Farmers Market Committee.
- Ensure compliance of market rules and policy or agreements; while being a good resource of information required for a successful market experience to the Vendors and the Community at large on matters such as Health and Safety regulations.
- Must have access to a vehicle, or the ability to get all supplies and equipment to the Market and surrounding area on Market Day as necessary.
- Other duties as requested

If you or your organization is interest in this Position Contact:

Pelham Farmers Market Committee by e-mail:

thepelhamfarmersmarket@gmail.com