

## **Town of Sturbridge Job Description**

**Job Title: Market Manager**

**Department: Sturbridge Recreation Department**

**Reports To: Recreation Director, Sturbridge Recreation Committee**

**FLSA Status: Non-Exempt**

**Prepared By: Annie Roscioli, Recreation Director**

**Prepared Date: 05/03/2023**

**Approve By: Personnel**

**Approved Date: 5/25/2023**

**Approved By: Board of Selectman**

**Approval Date: June 20, 2023**

**Grade: Stipend Position**

### **Summary**

Coordinates activities of the Sturbridge Farmers Market for the Town of Sturbridge and acts as a liaison between the Town of Sturbridge, market vendors and the general public. Works under the direction of the Sturbridge Recreation Director and Sturbridge Recreation Committee.

### **Essential Duties and Responsibilities**

Duties and responsibilities will include the following; other duties may be assigned:

- Manages the Sturbridge Farmers Market on behalf of, and at the direction of, the Sturbridge Recreation Committee.
- Assists in recruitment, permitting, and assignment of vendors.
- Manages daily operations.
- Manages [sturbridgefarmersmkt@gmail.com](mailto:sturbridgefarmersmkt@gmail.com) email and responds to emails.
- Serves as the point of contact for the Recreation Director, market vendors, other Town staff and the general public.
- Notifies the Recreation Director of any/all conflicts with or among market vendors and patrons.
- Assists with the Sturbridge Farmers Market social media accounts in accordance with Town Social Media policies.
- Assists in recruitment and supervision of market volunteers.

## **Supervisory Responsibilities**

This job shall supervise market volunteers.

## **Competencies**

To perform the job successfully, an individual shall demonstrate the following competencies:

- Analytical- Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.
- Judgment - Displays ability to make rational decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Initiative - Takes independent actions and calculated risks; Looks for and takes advantage of opportunities.

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

## **Education and/or Experience**

A High School Diploma or G.E.D. and experience with farmers market operations; and/or equivalent combination of education and experience.

## **Language Skills**

Ability to read, analyze and interpret farmers market periodicals, government applications and regulations. Ability to write reports, correspondence, online applications, complete grant applications and procedure manuals. Ability to effectively present information and respond to questions from vendors and patrons.

## **Mathematical Skills**

Ability to use mathematical concepts such as fractions, percentages, ratios and proportions in practical situations.

## **Reasoning Ability**

Ability to solve practical problems and deal with a variety of complex variable. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

## **Computer Skills**

To perform this job successfully, and individual shall be proficient with Google suite of software to include word processing, spreadsheet and online forms. They should also be proficient in the use of social media and web-design to promote the event.

**Physical Demands**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and speak or hear. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision. The employee will be exposed to outdoor conditions from June to October and will be exposed to a variety of temperatures, precipitation, sun, wind, and other atmospheric conditions.