



Farmers Market at Maryland Student Staff Position Announcement

The University of Maryland Department of Dining Services is excited to announce available student staff positions to support the Farmers Market at Maryland for the 2019 Market season!

The Farmers Market at Maryland has been serving the UMD community since 2012 by bringing fresh, local foods directly to campus. Our hope in establishing the Farmers Market at Maryland is to introduce students to buying and supporting local food initiatives. All of the Market vendors come from within 250 miles and provide healthy, sustainable foods or other products for our campus community to enjoy. We believe that access to fresh foods and local farmers fosters a positive relationship with one's community, and that the Farmers Market at Maryland is a great way to connect - "farm to campus".

The Farmers Market at Maryland Team is seeking student staff members for employment for the 2019 Summer/ Fall season. The Farmers Market Student Staff position requires 10 hours per week offering \$10.25 per hour. The 2019 Summer/ Fall season will start on May 24, 2019 and continue through December 9, 2019. Primary work hours will take place during the Farmers Market at Maryland operating hours on Wednesdays. Additional hours will be scheduled in office throughout the week for the promotion & support of the Farmers Market. The Farmers Market Student Staff will support the Market Manager in the following aspects:

- **Market Operations**
 - Hold a valid drivers license, and willing to drive a state government vehicle on campus.
 - Set-up and break-down of market on Wednesdays.
 - Provide customers with information concerning the market and vendors.
 - Maintain a safe and clean market environment during and at break down of market, including proper equipment storage.
 - Support the Farmers Market Information Table through set-up, staffing, and assisting with special event (ex. tabling).
 - Provide vendor support, cooking demos support, and other duties as assigned by the Market Manager.
 - Develop and manage student volunteer program through scheduling, promoting teamwork building, and organizing volunteer opportunities on non-market days.
- **Promotion and Marketing**
 - Attend weekly Monday Marketing/ Promotion meetings
 - Promote the Farmers Market through social media and web-based content. This includes weekly content for Instagram, Facebook, and Twitter.
 - Pre-market planning in collaborate on market promotion and plans to expand customer base.
 - Create banners, posters, and flyers.
 - Visit vendors with Market Manager and develop reports about vendors to be shared with Farmers Market at Maryland community.
 - Create a style guide for the weekly newsletter.



- Assist with outreach and brand representation, as well as controlling public relations at special events
- Recruit and coordinate volunteers
- **Record / File Keeping**
 - Maintain customer count log during Market hours. Keeping log updated to a shared Google Sheet.
 - Support Farmers Market program assessment and evaluation through development and collection of questionnaires, market surveys, and other metrics.
 - Maintaining records/ files of style sheets with graphics and designs for the market
 - Maintain online time sheet (Ares).

Physical Demands/ Work Environment

- The Farmers Market operates rain or shine. So extreme weather conditions should be expected – heat, cold, wind, and rain.
- Heavy lifting of chairs, tables, tents, and other equipment – 50 lbs. Max

Market Work Hours – Every Wednesday (Closed July 4 , 2019 for observation of Independence Day)

- Regular Hours – April 3, 2019 through November 20, 2019 hours are 10:00 am to 3:30 pm
- Summer Hours – May 8, 2019 through August 21, 2019 hours are 10:00 am to 2:30 pm
- Hours can be changed at the discretion of the Market Manager.

Qualifications: Successful candidates should consider themselves to be hard-working, self-motivated, detail oriented, and able to demonstrate good communication skills under pressure. The student staff will also have the opportunity to develop and suggest new ideas and programs for the Farmers Market. Experience with social media, blogging, and programs such as Photoshop and Canva is highly desirable. This position may count toward internship credit.

How to Apply: Email your resume and cover letter explaining why you would like to work with the Farmers Market at Maryland to TerpMarketManager@umd.edu with subject line “Farmers Market Internship.” **Priority deadline is Friday April 12, 2019.**