

Job Description

Market Supervisor

The Weston Farmers' Market Supervisor is employed by the Weston Village BIA Board of Management. The Market Supervisor reports to the Market Manager, and under the guidance of the Farmers' Market Chair.

The Market Supervisor is the on-site support for 2023 Weston Farmers' Market, which has been operating since 1979. The market runs every Saturday June 3rd – October 28th. The role of the Market Supervisor is to ensure the event is an enjoyable experience for all.

Duties and responsibilities are as follows:

1. To be present at all 22 Saturdays of the market from 7am-2pm to ensure a smoothly running event following the plans provided by the Market Manager. Additional training days may be scheduled as required.
2. Build a rapport with vendors, volunteers, and regular attendees
3. Ensure the inventory of materials and equipment used on site are installed, removed (34 John St) and stored in an orderly manner at the Weston Village BIA office (4 John St).
4. Direct vendors, buskers and community booths to their assigned space.
5. Report vendor infractions to the Market Manager of any Weston Farmers' Market Rules and Regulations.
6. Act in case of any emergency situation. Resolve vendor disagreements in accordance with internal protocols.
7. Manage volunteers at the Weston Farmers' Market to ensure all tasks are completed
8. Follow protocols when using petty cash and/or expense reimbursement
9. Collect any outstanding vendor fees as directed by the Market Manager
10. Assist the Market Manager to implement any special events at the Weston Farmers' Market.
11. Assist with social media posts for day-of promotion of the market
12. Any other assistance as directed by the Market Manager
13. Provide the following reports to the Market Manager on a weekly basis;
 - a. Visitor Report
 - b. Vendor Report
 - c. Inventory Report
 - d. Infraction Report (when required)
 - e. Incident Report (when required)

Qualifications

- Friendly and professional demeanor
- College-level or equivalent education
- Able to lift at least 30 lbs
- Event management experience a plus
- Previous volunteer experience at the Weston Farmers' Market a plus

Compensation

\$20/hour

Interested candidates can send their resume to admin@westonvillagebia.com by March 31st 5:00pm

Dates: every Saturday June to October 2023

Hours: open to the public 8:30am – 1pm, vendor access 7:00am – 2:00pm

Market Location: 34 John Street, York ON M9N0B2 (Artscape Weston Common)

Office Location: 4 John St Unit 3, York ON M9N1J3

Free Staff Parking: adjacent to office

