

JOB TITLE:	Market Master
GOAL:	Ensure smooth operation of a Farmer’s Market for Fairfax County citizens.
DUTIES:	Manage and evaluate a Farmer’s Market held one day per week during the six-month season. Supervise the timely setup, opening, operation, and closing of the market. On market day, arrive one hour prior to opening time to assist vendors in finding their allotted space. Place signs on the appropriate street locations. Take vendor attendance. Open the market punctually. Assist vendors and customers throughout the market as needed and assure that market is conducted under applicable rules and regulations. Close the market punctually. Collect all signs and assure vendors clean their spaces before they leave. If necessary, forward any written complaints to the Farmer’s Market Coordinator.
QUALIFICATIONS:	Ability to work with paid staff in the planning and organization of the market including vendor selection and allocation of spaces. Ability to communicate effectively with a diverse public. Ability to work independently without onsite supervision. Ability to tactfully enforce rules and regulations.
TRAINING:	Volunteers are trained on site by the Farmer’s Market Coordinator and are provided with a notebook of instructional materials. The Coordinator checks with the volunteer Market Master through phone calls and market visits and provides appropriate guidance.
COMMITMENT:	Prefer a one-year commitment. Some pre-season organizational meetings are held; otherwise, one morning (usually 7:00a.m. – 1:00 p.m.) per week during market season from May through November.
SUPERVISOR:	Chelsea Roseberry
CONTACT:	Office: (703) 642-0128 Email: Chelsea.Roseberry@fairfaxcounty.gov



Fairfax County Farmers Markets VOLUNTEER APPLICATION

4603 Green Spring Road Alexandria, VA 22312
 Phone: (703) 642-0128 | Fax: (703) 653-6605
www.fairfaxcounty.gov/parks/farmersmarkets

Contact Information

Name: _____ Date: ____/____/_____
 Address: _____
 City, State, Zip: _____
 Home Phone: _____ Cell Phone: _____
 Email Address: _____
 Emergency Contact: _____ Emergency Phone: _____

Areas of Interest (Please check all that apply)

- Farmers Markets on-site (market manager)
- Farmers Markets off-site (office support, translation assistance, art/design work)

Availability

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
(off site)	(off site)	Mount Vernon/ Oak Marr/ Wakefield	Annandale/ Herndon/ Govt. Center	McLean/ Kingstowne	Burke/ Reston	Lorton

Experience

What do you hope to accomplish as a volunteer? _____

Do you have any related hobbies or skills? _____

Please describe any previous volunteer experience: _____

How did you learn about Fairfax County Farmers Markets? _____

Assistant Market Master

We understand that the Market Master position is a time consuming commitment. If you would like to be considered for an assistant position, in which you would be responsible for aiding the main Market Master and filling in for any absences, please check the provided box.