

Old Gregg School Farmers Market - Market Manager Needed

Our indoor market runs October to May on Saturday mornings!

Buy Fresh, Buy Local!

106 School Street
P.O. Box 184
Spring Mills, PA 16875
(814) 422-8582 or 422-0686 – Please call for more information or to apply
Located 20 miles east of Penn State University
Beautiful drive! Map/directions: www.pennsvalleyrecreation.org

Market Manager Needed:

This is a paid opportunity running from October to May. Weekly hours are flexible and negotiable, but do include Saturday mornings. Currently, a commitment of 4-6 hours/week is expected.

Job description for the Old Gregg School Market Manager position:

- Open and close market, put out signs
- Collect fees and write receipts for vendors
- Document for budget
- Work with Advisory Board to help with in monthly advertisement in the local Grapevine, possibly write press releases and contact media for special events, send weekly email to customers and vendors
- Update Buy Fresh, Buy Local listing
- Act as Liaison between the market and advisory board.
- Correspond with current and potential vendors
- Take applications from vendors, handle insurance documents and other required documents such as organic certification, etc.

As position develops, we are hoping to include:

- Develop and distribute educational materials on the nutritional benefits of consuming fresh fruits and vegetables
- Share information with our webmaster
- Coordinate special events, music, food and craft demonstrations, speakers and other performances

May potentially also include:

- Manage and maintain the community kitchen, schedule use, sanitation, and inspections

History: To date our market has been managed by volunteers. Some are also farmer-vendors; others are advisory board members for the Old Gregg School Community and Recreation Center. This has been in an effort to keep costs reasonable enough, so vendors can afford to participate. Most of our wonderful volunteers have limited management experience. Our vendors have limited time, especially during the production season. We would like to collaborate about ideas to expand and promote our market. We need to have the human resources to pursue our ideas and goal. Having a paid market manager would allow us to organize and promote our market with the goal of reaching more consumers and farmers in our region. Interested? Please call 422-8582 or 422-0686 and ask for Robin!