

Spruce Street Farmers Market Coordinator

Town of Manchester

Department of Leisure, Family, and Recreation



We are seeking organized, dedicated, and enthusiastic candidates who are eager to contribute their skills, energy, and professionalism to a meaningful opportunity within our team.

WHO WE ARE

The Spruce Street Farmers Market is a community-centered market hosted by the Town of Manchester Department of Leisure, Family, and Recreation. Since 2017, we have brought neighbors together each summer and fall to celebrate fresh, local food and small businesses. With the motto "Good Food. Good People. Grown Here," we connect residents with regional farmers, food producers, and artisans while supporting food access through SNAP/EBT and youth programs. More than a marketplace, we are a welcoming weekly gathering that strengthens community through food, culture, and connection. Our market runs every Wednesday, June 3 - October 14th, from 4:30 PM - 7:00 PM. Attendance averages 300 attendees per week.

WHO YOU ARE

The Farmers Market Coordinator oversees day-to-day operations to ensure a welcoming, organized, and smoothly run market experience for vendors and shoppers. This role coordinates vendor communication, site placement, and weekly logistics; manages accurate SNAP/EBT, credit, and debit transactions; and plans and executes efficient market set-up and break-down. The Manager also supervises staff and volunteers, promotes the market through weekly social media content, tracks and reports sales and attendance data, prepares required reports for End World Hunger CT, and supports special events and community engagement efforts. While your workload is heaviest in the summer season, the Market Coordinator works primarily in the summer with potential hours year-round to plan and coordinate a thriving market.

To apply: Please contact mcheverier@manchesterct.gov



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JOB SUMMARY

The Market Coordinator manages weekly market operations, vendor relations, and promotional activities to ensure a successful, safe, and vibrant local marketplace. Key responsibilities include overseeing on-site set-up and break-down, enforcing rules, managing vendors, recruiting, and promoting special events and supplemental nutrition programs. This role requires strong communication skills, physical stamina for lifting objects, and a passion for supporting local agriculture.

EXAMPLES OF DUTIES

Vendor Management: Recruit, vet, and schedule vendors, ensuring compliance with market rules, health, safety, and quality standards.

Safety and Compliance: Ensure compliance with local, state, and health department regulations, including implementing safety protocols.

Security: Work with local police, fire, and EMS to ensure site safety, implement road closures, and develop emergency action plans as necessary.

REQUIREMENTS AND SKILLS

Physical Ability: Ability to regularly lift up to 50 lbs and work outdoors in varied weather conditions. Ability to sustain standing/walking for 3-5 hours on market days.

Communication and Safety Skills: Friendly, outgoing demeanor to engage with vendors, shoppers, and community members.

Organization: Ability to plan for seasonal activities, special events, and vendor recruitment.

Technical Skills: Proficiency in basic computer software (e.g., Microsoft Office) and experience with social media platforms.

Availability: Typically requires working on weekends or weekday evenings.



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TYPICAL QUALIFICATIONS

Previous experience in event planning, retail, or agriculture-related fields is preferred. Access to reliable transportation required.

EMPLOYMENT STATUS

Part-time, seasonal.

HOURS AND WORK SCHEDULE

Hours vary based on the season. Typically 10- 15 hours per week.

PAY

19.25 per hour starting rate. Pay is commensurate with experience.



For more information or to apply, please contact Recreation Supervisor McKenna Cheverier at mcheverier@manchesterct.gov or (860)634-2342.



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