



ESTD. 2006

Ottawa
Farmers'
MARKET

Volunteer Package





Welcome To the Ottawa Farmers' Market!

“From the heart of the land to the heart of the city!”

Ottawa Farmers’ Market (OFM) is a producer-run organization that features over 150 vendors from within 100 km of Ottawa. Providing an opportunity to buy the freshest local products directly from the people who produce them, the Market is also a great place to meet friends, have lunch, enjoy live music, and more!

Ottawa Farmers’ Market is a member-based association, which means the farmers’ themselves are in charge! Only people who are creating, growing, and making their products come to our Markets with a minimum of 51% of our vendors being agricultural producers as defined by a true farmers’ market.

Our Values:

Authenticity

All of our Market’s products and produce have an undisputed origin: the Ottawa region.

Quality

Each of our Market vendors is committed to providing the freshest local products the season has to offer.

Community

We strive to cultivate meaningful connections with (and between) our patrons, vendors, buskers, and volunteers.

Vibrancy

We are driven to create an inclusive, engaging, and spirited experience for anyone visiting our Market locations.

COVID-19 Protocols

The OFM strongly encourages the use of masks indoors as recommended by Public Health.

Please do not come to the Market if you are feeling sick and/or exhibiting symptoms of COVID-19 including a sore throat, runny nose, fever, or cough.





Key Contacts

Emma Hogeterp

Market Coordinator & Volunteer Supervisor

emma@ottawafarmersmarket.ca

(905) 807-2520

Cassidy Gosick

Market Coordinator & Volunteer Supervisor

cassidy@ottawafarmersmarket.ca

(613) 417-3595 ext. 2

Market Locations

The OFM has four market locations:

Lansdowne Market

Lansdowne Park / Aberdeen Pavilion

Sundays | 9am – 3pm | Year-round

Westboro Market

Byron Linear Park

Saturdays | 9am – 3pm | May – October

Orléans Market

Ray Friel Recreation Complex Parking Lot

Thursdays | 11am – 4pm | May – October

Barrhaven Market

Nepean Woods Park & Ride

Sundays | 10am – 2pm | May – October

Parking & Transportation

Volunteers are responsible for transport to volunteer sites and securing their own parking.

At the Lansdowne Market, underground parking is available for a fee.

At the Westboro, Orléans, and Barrhaven Markets, parking is available for free in surrounding streets and parking lots.





Volunteer Roles

Have you identified other ways to contribute that are not listed below? Let us know!

Information Booth

Each Market has a central Information Booth where we assist market vendors, patrons, and community partners. Answer questions about the Market, connect with community members, hand out promotional materials, help with market set-up or tear-down, and contribute to the vibrant market atmosphere!

Seasonal Programming & Events

Throughout the year, we facilitate different programming and events. This could include children's craft stations, holiday activities, special festivals, and more. We could always use an extra pair of hands!

Content Creation

Get creative! Make content for the OFM website, social media, or Markets that educates the public on eating / buying local and what the Market has to offer! Examples include a Market gift guide, recipes using seasonal ingredients, inspiring artwork on food localism, and more!

Marketing & Outreach

We are always looking to get the word out about OFM Markets. Throughout the year, we could use assistance with outreach blitzes, distribution of flyers, creation of marketing materials, and identification of new ways to reach potential Market patrons.

Food Donation Collection

At the end of each Lansdowne Market, the Ottawa Community Food Partnership collects food donations from our vendors and distributes them to community fridges and social service agencies. OFM staff could use help with handing out and collecting food donation boxes. Heavy lifting is involved.

High School or Postsecondary Community Hours

Complete your community service hours with the OFM!

The OFM welcomes high school or postsecondary students looking to complete their mandatory community service hours.

Please let us know if you wish to do this, and we will track and sign off on the hours you complete with us.





Volunteer Rights

As a volunteer, you have the rights to:

- Volunteer in a safe & healthy workplace, know about unsafe work, and refuse work
- A supportive environment
- A say about your work and ideas regarding your volunteer role
- Provide feedback and receive feedback when requested
- Be accommodated for any ability needs to complete non-essential tasks of your role

Volunteer Conduct

As a volunteer, you must:

- Never consume alcoholic beverages while volunteering or smoke within the Market footprint
- Treat Market patrons, vendors, and staff with respect and dignity
- Never engage in any form of discrimination, harassment, or workplace violence
- Fulfill the duties of your volunteer role efficiently and effectively
- Notify a Volunteer Supervisor if you will miss a shift within 24 hours before you are scheduled

Getting Ready to Volunteer

Please follow the Market dress code:

- Wear a green Ottawa Farmers' Market Apron (one will be provided to you at your first volunteer shift)
- Wear comfortable, close-toed shoes

We recommend that you bring:

- A water bottle
- A blanket / layers (if it is cold outside)
- An extra bag for any market purchases or complimentary produce

*Do your best to leave valuables at home, as there may not be secure storage for your things at the Market. The Market is NOT responsible for any lost or stolen items.





Volunteer Program Evaluation

Your feedback on volunteering with the OFM matters!

At regular intervals, we will draw on the following list of questions to see how we can improve your experience and the volunteer program as a whole.

1. Why did you start volunteering with the OFM?
2. How has your knowledge about the OFM and our local food system changed since you started volunteering?
3. Have you formed new connections / relationships with local producers and community members since you started volunteering? If so, how has this impacted you?
4. Do you feel supported in your volunteer role(s)?
5. Do you find your tasks interesting, challenging, and rewarding?
6. What have you enjoyed most about volunteering with the OFM?
7. What do you feel could be improved upon by the OFM?
8. Are there any other roles / tasks that you think volunteers could contribute to?
9. Is there any feedback you would like from us?
10. Any other questions or comments?

Stay Connected!

Volunteers are encouraged to share their experiences and favorite things about the Market!

Website: ottawafarmersmarket.ca

Facebook: @OttawaFarmMkt

Twitter: @OttawaFarmMkt

Instagram: @ottawafarmmkt



THANK YOU!



**As a volunteer, you are contributing to
a more vibrant local food system and community!**

