



Ottawa Farmers' Market Association

2024 Job Posting: Main Market Supervisor

ottawafarmersmarket.ca

About The Ottawa Farmers' Market:

The Ottawa Farmers' Market (OFM) is a producer-only, non-profit association of 150+ vendors from the Ottawa region. 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 build community.

Our mission is to lead vibrant farmers' markets where local farmers, makers, bakers, and food entrepreneurs can flourish by delivering premium self-produced goods to community members across Ottawa. OFM vendors are located within 100 km of Ottawa, and a minimum of 51% of our vendors are agricultural producers as defined by a true farmers' market.

The OFM has five Outdoor Farmers' Market locations (Lansdowne, Main, Westboro, Orléans, & Barrhaven). This job posting is for the **Main Farmers' Market**, which has 25+ vendors.

Position Overview:

Position Title: Main Market Supervisor

Position Type: Seasonal, Part Time

Location: Grande Allée Park (185 Main St, Ottawa, ON K1S 1C3)

Dates: Every Saturday from May 11 - October 26, 2024

Hours: Approx. 8 hours per week, from 7am-3pm on Saturdays only.

Transportation: Transportation to and from the Market site is the responsibility of the Market Supervisor. Arrival no later than 7am is mandatory.

Compensation: \$21.95 per hour. The OFM is a living wage employer.

Position Summary:

The OFM is seeking a Market Supervisor to work at the Main Market every Saturday, 7am-3pm during the Outdoor Farmers' Market Season. The Market Supervisor will complete onsite duties including setup / teardown and running the Market Info Booth. They are also responsible for overseeing the Market site, vendors, volunteers, and programming.

This position is onsite only. The Operations Manager will provide onsite training and support for the first few Market dates, then check in and assist on a weekly basis. They will always be reachable by phone and email.

The ideal candidate is organized, self-motivated, approachable, and passionate about our local food community.



Key Responsibilities:

1. Market Setup / Teardown:

Chalk out vendor stalls; put out and pack up infrastructure including up to three weighted tents and heavy picnic tables; set up Info Booth; put out signage; and clean up site and infrastructure as necessary.

2. Info Booth:

Create an engaging and welcoming environment for all market goers; answer customer questions; administer First Aid; count customers; complete Daily Data Sheet for the Operations Manager; run occasional prize draws; and complete occasional customer surveys.

3. Vendor & Site Supervision:

Monitor Market to ensure it is running safely and smoothly; build positive relationships with vendors; review each vendor's setup; enforce rules in the Vendors' Handbook and issue infraction tickets for noncompliance; engage in conflict resolution; and collect vendor sales data.

4. Programming & Volunteer Supervision:

Monitor Market [Buskers](#), [Community Booths](#), and Kids Zone; tidy Kids Zone as needed; and direct any volunteers helping with setup and/or teardown.

Skills and Requirements:

- Organization
- Responsibility and initiative
- Positive attitude
- Conflict resolution
- Strong communication skills
- Ability to lift 40 lbs repetitively during Market setup and teardown
- Ability to work outdoors (hot or cold, rain or shine)
- Ability to show up on time and early in the morning
- Use of personal phone to communicate with Operations Manager during Market day
- Use of personal email to communicate with Operations Manager (1-2 emails per week)
- Commitment to the entire (or nearly the entire) Outdoor Farmers' Market Season
- Certified in Standard First Aid and CPR Level C & AED or higher (the OFM would pay for you to obtain this certification if you do not already have it)

Desired Competencies (not mandatory):

- Previous work experience at Farmers' Markets or similar environments
- Bilingual (English and French)
- Passionate about local food and agriculture



Application Process:

Please submit a resume, cover letter, and two references to info@ottawafarmersmarket.ca, with the subject line “OFM Main Market Supervisor Application: *FirstName LastName*”.

If you are also interested in working at other OFM Outdoor Market locations or at the Lansdowne Christmas Market in November/December, include that in your email.

Only applicants selected for an interview will be contacted. The deadline to apply for this position is midnight on **Monday March 18th, 2024**.

Thank you for your interest in working with the OFM!

Equity, Diversity, and Inclusion:

The Ottawa Farmers' Market is an equal opportunity employer. Applicants will not be discriminated against because of race, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical conditions or any protected category prohibited by municipal, provincial, or federal laws.

The Ottawa Farmers' Market values a diverse workplace and strongly encourages women, 2SLGBTQIA+ individuals, people with disabilities, members of ethnic minorities, and Indigenous Peoples to apply.