



ESTD. 2006
—
Ottawa
Farmers'
MARKET

**Volunteer
Package
2024**



Welcome to the Ottawa Farmers' Market!

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

The 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 Farmers' Market is also a great place to meet friends, have lunch, enjoy live music, and more!

The 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 Farmers' 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 Farmers' Market's products and produce have an undisputed origin: the Ottawa region.

Quality

Each of our Farmers' 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 Farmers' Market locations.





Key Contacts

Emma Hogeterp

Manager, Community and
Organizational Development
emma@ottawafarmersmarket.ca
(905) 807-2520

Cassidy Gosick

Manager, Operations
cassidy@ottawafarmersmarket.ca
(613) 417-3595 ext. 2

Market Locations

1. Lansdowne Market

Aberdeen Square / Pavilion
Sundays | 9am – 3pm
Year-round

2. Main Street Market

Grande Allée Park
Saturdays | 9am – 2pm
May – October

3. Westboro Market

Byron Linear Park
Saturdays | 9am – 3pm
May – October

4. Orléans Market

Ray Friel Complex Parking Lot
Thursdays | 11am – 4pm
May – October

5. 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 Main Street, 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 an Information Booth where we assist vendors, patrons, and community partners. Answer questions about the Market, connect with community members, help with market set-up or tear-down, and contribute to the vibrant market atmosphere!

Seasonal Programming & Events

Throughout the year, we facilitate diverse programming and events. This could include children's craft stations, holiday activities, special festivals, and more.

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, Lionhearts collects food donations from our vendors and distributes them to community agencies. OFM staff could use help with handing out and collecting food donation boxes. Heavy lifting is involved.

Data Collection

Help us make better decisions about how we run our Markets! We would appreciate assistance with collecting data on Market attendance, customer surveys, and more.





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
- Be a part of a supportive environment
- Have 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

*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 with local producers and community members since you started volunteering? 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 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 favourite 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!**

