



# City of Lake Oswego

## Employment Opportunity

### Assistant Farmers' Market Manager Lake Oswego Parks and Recreation

The City of Lake Oswego Parks & Recreation Department is recruiting a dependable, energetic and hardworking professional to contribute to the implementation and on-site operations of the seasonal Saturday Lake Oswego Farmers' Market, Sunday Lake Grove Farmers' Market and Reunion Farmers' Market.

**Position Description:** This seasonal temporary/on-call position will work up to 19 hours each week for approximately 30 weeks, beginning in May through the end of November. This includes Saturday or Sunday weekend work and an occasional holiday. The 19 hours per week will be broken up into 9 hours onsite at the markets and approximately 10 hours during the week in the office processing tokens, organizing & refilling supplies and assisting with planning market programs including Farm Fresh Kids, market music, social media and Supplemental Nutrition Assistance Program (SNAP) matching. Hours will decrease to approximately 15 hours per week in October & November. The Assistant may also help with an occasional Lake Oswego Parks and Recreation community event. The ideal candidate enjoys working with the public and has interest in supporting the Parks & Recreation Department's health and wellness objectives.

#### **Role and Responsibilities:**

- Assist with onsite daily operations of the Farmers' Market.
- Develop and maintain courteous, professional and effective working relationships. Individual is responsible for numerous interactions with the public, community groups, City employees, volunteers, vendors, sponsors and staff. Exceptional customer service is required on a daily basis.
- Enforce market rules & regulations, including vendor reviews.
- Lead and direct the work of volunteers.
- Assist with setup and tear-down of the market in the park plaza, including but not limited to booth setup, traffic control, signage, musician equipment and vendor loading & unloading.
- Assist with operation of the Merchant Services booth, which may include processing tokens, merchandise sales and answering general questions about the market.
- Prepare and implement the Farm Fresh Kids program at the market each week, including the creation of the question of the day, program worksheets and participant tracking.
- Assist with market music implementation.
- Assist with Supplemental Nutrition Assistance Program (SNAP) matching program promotion and tracking.
- Monitor market equipment, tools and supplies and replenish as needed.

- Assist with trouble shooting and conflict resolution onsite at the market.
- Contribute to the Farmers' Market social media marketing.
- Ensure market is operated in a safe and efficient manner.
- Assist in maintenance of vendor applications and records, including current licensing and insurance.
- Other duties as assigned.

**Education and Experience:**

- Demonstrate experience or interest in the field of farmers' markets, local food systems or food movement.
- Experience working at farmers' market or other community events is preferred.
- Exceptional organization, leadership and management skills.
- Ability to work independently and be self-motivated.
- Detail oriented.
- Calm and personable under pressure and able to problem solve effectively.
- Strong written and verbal communication skills.
- Proficient computer skills, including experience using Microsoft Word, Microsoft Excel, Microsoft Publisher, Outlook and Social Media.
- Dedication to promoting equity, inclusivity and diversity.
- CPR/First Aid Certified.
- Physical and other requirements: Job is very active. Must be comfortable walking, lifting, bending and carrying up to 50 pounds and work outdoors in all weather conditions

**Compensation:** \$15-\$20/per hour depending on experience

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**Application Process:** You may visit our web site at [www.ci.oswego.or.us](http://www.ci.oswego.or.us) to access the online application process. Resumes will not be accepted in lieu of a completed job application. This position is open until filled with first review Monday, April 25, 2022.

The City is seeking a diverse pool of applicants that can bring a variety of skills, expertise and life experience to our workplace, including those who may come from a non-traditional background. The City will consider any equivalent combination of knowledge, skills, education and experience that meet the minimum experience qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role. The City is an Equal Opportunity Employer. All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity and expression, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law. If you need modification of the selection process in order to accommodate a disability, please make your request in writing at [hr@lakeoswego.city](mailto:hr@lakeoswego.city) and submit it before the application deadline.