

New West Farmers Market Society is seeking a food-loving, community-oriented candidate who's comfortable with children to join our team as our **Sprout Club Program Coordinator!**

*This position is ideal for someone with little to no previous working experience.*

**New West Farmers Market Society** operates a mid-sized seasonal farmers market based in New Westminster, BC. Reporting to the Market Manager, the Sprout Club Program Coordinator is responsible for helping create and implement a Summer Sprout Club Program and working with the Market Manager, Assistant Manager, and Junior Assistant to create an amazing summer season for our community. This position comes with a great deal of mentorship and is perfect for a university student looking to build their resume or get experience hours for ECE, PDP etc.

**The ideal candidate would be:**

- Good with children;
- Organized and detailed;
- Flexible with strong project management skills;
- Enthusiastic work ethic;
- Strong independent and teamwork skills;
- Strong communication skills;
- Strong critical thinking skills;
- Adept with technology;
- Able to lift 25lbs;

**Summary of Position and Responsibilities:**

The Coordinator is responsible for providing weekly activities and projects appropriate for children ages 5-12 that focus on the environment, sustainability, farming, and food nutrition. The Coordinator will work with the New West Farmers Market team to build on, update, and design weekly plans (ie. starting an herb "garden" or making a birdhouse). A successful candidate should be a strong critical thinker who is eager to learn and develop both independently and professionally by researching appropriate activities and crafts as needed, helping with social media posts and posters for promoting the program, as well as assisting with the implementation of a COVID-19 safe version of the program.

The ideal candidate should also be willing and enthusiastic to learn basic administrative tasks as required, time permitting, as well as be responsible for having their own computer and internet access. The Coordinator may be required to film instructional videos for the activities ahead of each Market date, so digital proficiency is preferred.

The Sprout Club Program Coordinator is expected to attend all Market dates for the duration of the contract including assisting with set-up and tear-down (every Thursday 12:30-8:30PM until contract ends or up to and including November 4--whichever is first). Except for Market attendance, the Coordinator is expected to work from home for the majority of the week and be available for weekly meetings via video chat with the team..

**Terms of Contract:**

- Up to 20 hours a week for 20 weeks; to start ASAP
- Wage - \$15.20/hr

**How to Apply:**

Please forward a cover letter and resume, describing how your background and experiences meet the above criteria to [lily@newwestfarmers.ca](mailto:lily@newwestfarmers.ca) by **June 4th**.

**Please Note: This is a Canada Summer Jobs Grant position.**

Candidates must be between 15-30 years of age; a Canadian Citizen, permanent resident or a refugee with protection conferred under the Immigration and Refugee Protection Act; and is legally entitled to work in British Columbia.

We have expressed intent to hire someone who is from an underrepresented group or has additional barriers to the labour market such as a recent immigrant or refugee youth, youth with no previous employment history, Indigenous youth, Youth with disabilities, visible minorities and LGBTQ2 youth. The successful candidate may be required to submit a criminal record check.

**We thank all applicants, however, only those shortlisted for interviews will be contacted.**