



# JOB DESCRIPTION SPROUT CLUB COORDINATOR

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**POSITION TYPE:** Temporary part-time (30 hours per week for 9 weeks) from July 1st, 2024 until Aug 31, 2024. Minimum Wage - \$17.40/hour.

## **PURPOSE**

Reporting to the Market Manager, the primary purpose of the Sprout Club Coordinator is to plan, execute, and collect data regarding our children's summer program, the Sprout Club (SC), provide administrative support for the New Westminster Farmers' Market (NWFM) and the Market Manager, as well as attend the market each week (to the best of their ability) to ensure its smooth operation. Our Sprout Club program provides weekly crafts and activities geared to kids ages 5-12, with focus on nature, environment, and sustainability.

## **KEY DUTIES & RESPONSIBILITIES**

### **Sprout Club**

- Develop, plan, and implement 9 weekly activities from July 4 - August 29, 2024 for our Sprout Club program
- Potentially collaborate with outside guest artists or instructors for activities
- Create and manage a budget for SC
- Manage and assist with fulfilling supply needs for SC
- Assist with the creation of promotional material for SC (social media and print)
- Organize activities similar to the SC if NWFM is invited to participate in other events or festivals
- Collect and manage data from SC (number of participants, feedback surveys, etc)
- Manage SC table/tent at market, provide supplies for activity, demonstrate and assist participants with the activity, and answer questions.
- Train volunteers assisting the SC booth in how to carry out the activity of the day.
- Write a report detailing your feedback about how each activity went and general observations from the summer to help inform the following season.

### **General Administration**

- Assist with implementing satisfaction surveys and soliciting feedback from the community/vendors
- Assist with data collection and organization
- Assist with execution of coupon program
- Assist with managing market money and cash logs
- Provide weekly timesheet with hours worked

### **Market Days**

- Attend weekly markets (approximately 12:15 to 8:15 pm)
- Assist with the timely and safe set-up and take-down of all market materials (including tents, tent weights, etc.)
- Support vendors with timely and safe set-up and take-down of their stalls

- Support community groups and entertainers as needed
- Respond to public, vendor, and volunteer inquiries and concerns in a positive manner, directing them to the Market Manager or Assistant Manager as needed
- Provide information to shoppers and vendors on food advocacy, market operations, and membership, directing to the Market Manager or Assistant Manager as needed
- Process membership fees, market-money and swag purchases
- Manage data tracking for vendor sales, customer numbers etc.
- Assist with Nutrition Coupon Program as needed, including but not limited to assisting with picking up and counting coupons from vendors

### **QUALIFICATIONS**

- Must provide Vulnerable Persons Criminal Record Check
- Ability to work outside in all weather conditions
- Access to computer and reliable internet
- Available for entire duration of the contract
- Available to come to our office in New Westminister, as needed and work from home for some scheduled work hours as deemed ideal by all parties
- Ability to lift up to 25lbs
- Time management skills and ability to prioritize tasks, meet deadlines, and work with minimal supervision
- Ability to effectively communicate both verbally and in writing
- Ability to utilize, adapt and embrace technologies, including Google Suite, Canva, web and social media platforms, and other database/software required by the role
- Experience and/or an interest in the local food movement, food security, and community, an asset
- Familiarity with New Westminister, an asset

### **OTHER COMMENTS**

- Other duties may be assigned as needed to help ensure the efficient operation of the New West Farmers Market.
- There may be a need to attend community festivals and events which may require work and travel outside of the regular position hours.

### **How to Apply:**

Please forward a cover letter and resume, describing how your background and experiences meet the above criteria to [manager@newwestfarmers.ca](mailto:manager@newwestfarmers.ca) by **June 1st**.

**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.



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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.**