



South Windsor Parks and Recreation Department Farmers Market Assistant

Position: Farmers Market Assistant - \$20/hour

Schedule: Part-time, Seasonal

Saturdays from June 7, 2025 – October 4, 2025; 7:00 a.m. – 1:00 p.m.

Reports to: South Windsor Parks and Recreation Farmers Market Manger

Summary:

The Farmers Market Assistant will provide day-of and administrative support to the Farmers Market Manager to ensure this weekly event is a success! Qualified applicants will have a positive attitude, strong work ethic and excellent teamwork skills.

Job Duties:

(This is an ILLUSTRATIVE list of duties, not a comprehensive listing of all functions and tasks to be performed in this position.)

- Must be available every Saturday from 7:00 a.m. – 1:00 p.m. from June 7th through October 4th, 2025. Exceptions for sickness and advance notice vacation time can be made.
- Assists with setup/cleanup/storage and breakdown of market equipment.
 - Including but not limited to, setting up tents, tables, chairs, signage
- Manages market site and market day activities.
- Oversee and direct farmers market volunteers.
- Acts as primary point of contact on market day. As point of contact you will be providing customer, volunteer, and vendor support.
- Make sound, rational decisions using judgment and problem-solving skills.
- Assists with enforcing market rules to ensure safety and equality for vendors and guests.
- Works cooperatively with market manager, recreation, public works, and other town staff.
- Performs other duties as assigned.

Qualifications:

Must be at least 18 years of age.

Must have a valid Connecticut driver's license.

Ability to lift 25 lbs.