



**South Windsor Parks & Recreation Department  
Recreation Leader – Farmers’ Market Assistant**

**Job Details:**

\$17 an hour, must be at least 18 years old

Schedule: Saturday (approximately 6:30 a.m. to 1 p.m.) for 19 weeks, beginning June 1st - October 5<sup>th</sup>, 2024.

Reports to: Recreation Supervisor Special Events and Inclusion

**Summary:**

The Recreation Leader – Farmers’ Market Assistant is responsible for the development, on-site management and operations of the seasonal farmers’ market. **This seasonal position will work up to eight hours every Saturday (approximately 6:30 a.m. to 1 p.m.) for 19 weeks, beginning June 1<sup>st</sup> through October 5<sup>th</sup>. The position may occasionally be required to work additional hours attending meetings and assisting with scheduled winter markets.**

**Essential Functions:**

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

- Manages market site and market day activities.
- Make sound, rational decisions using judgment and problem-solving skills.
- Assists with set up and teardown of market site and/or surrounding campus area which may include vendor booths, community booths, entertainment equipment, signage, etc.
- 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.
- Provides information to visitors about the farmers market.
- Familiar with emergency and accident procedures and ability to respond appropriately.
- Assists with weekly attendance reports.
- Assists with maintaining and stocking site restroom supplies.
- Performs other duties as assigned.

**Qualifications:**

Must be at least 18 years of age.

Must have driver’s license.

Ability to lift 25 lbs.

Some college experience preferred.