



## AMERICORPS MEMBER POSITION DESCRIPTION

Position Title: **Farmers Market Manager**  
Supervisor: **Foodways Program Director**  
Service Site: **Hindman Settlement School**

Service Term: **Full-Time (1700 hrs)**  
Site Supervisor: **Refer to MSA**  
Living Allowance: **\$29,633.06**  
Education Award: **\$6,495.00**

### Position Summary

The Market Manager is responsible for the operation of the Knott County Farmers Market Manager, working with market vendors, customers, and other stakeholders and providing all administrative functions to insure a successful market. The Market Manager also oversees volunteers and vendors who contribute to the promotion, implementation, and evaluation of the Market. The Manager works under the direction of the Foodways Program Director in collaboration with the local Market Council.

*This role is an AmeriCorps service member position through Hindman Settlement School, administered by Serve Kentucky, and funded by AmeriCorps, a federal agency.*

### Essential Functions

#### *Market Planning & Promotion*

- Participate in overall market planning and scheduling in conjunction with the Farmers Market Council.
- Submit appropriate permit applications.
- Design and implement a comprehensive marketing campaign. Coordinate placement of ads in newspapers and other publications, as appropriate, with the assistance of Hindman Settlement School staff.
- Organize the distribution of Market posters and fliers to promote ongoing markets and special events and activities.
- Coordinate and organize pre-season events to promote Opening Day and the market season.
- Work with Marketing Coordinator to provide monthly updates and maintenance to the website and an ongoing presence on social media outlets.

#### *Vendor Organization and Recruitment*

- Organize and distribute pre-seasonal vendor registration forms, vendor surveys, and year-end reports.
- Assist in the recruitment of new vendors.
- Notify vendors of dates, times, and Market policies and procedures.
- Arrange on-site meetings with vendors prior to opening day.

#### *Recordkeeping and Bookkeeping*

- Maintain complete vendor roster and attendance date, as appropriate.
- Collect, record, and submit fees and payments to the Bookkeeper for proper accounting and deposit.
- Manage WIC, EBT, FINI Grant, SNAP, and other incentive programs.
- Provide a written monthly summary of activities to Hindman Settlement School leadership.
- Present any budget proposals for special events (music, cooking demos, and others), to supervisors for approval.
- Present any potential grant opportunities to supervisors for discussion and approval.

- Provide Settlement leadership treasurer assistance and information to prepare the annual budget for the Market and to complete any necessary financial reporting for stakeholders and grantors.

### *Attendance*

- Conform to regular, timely attendance requirements at the assigned service site.
- Serve for a full year, August through July.
- Attend all required Serve Kentucky and ReadingCorps-sponsored training sessions, meetings, and coaching sessions. Some regional and overnight travel may be required.

### *Secondary Functions*

- Perform assignments and/or duties as assigned by program staff which may include attending school-sponsored trainings, meetings, or other activities (i.e. family night, book fairs, etc.). Members may not perform assignments or activities which would displace staff according to 45 CFR § 2540.100 or other activities prohibited by the AmeriCorps federal agency in 45 CFR § 2520.65.
- Participate in mid-year and end-of-year member evaluations with site supervisor and/or program director.
- Participate in civic engagement activities and community service projects.
- Participate in ReadingCorps outreach activities.
- Create and implement an individual professional development plan that includes goal setting.

### **Qualifications**

- Must be 18 years of age or older by your start date.
- Must have at least a high school diploma or a GED by your start date.
- Must have successfully completed at least one 6 months or more service term in full-time capacity within the ReadingCorps program with a final program evaluation indicating a tier 3 (Occasionally Exceeds Expectations) or higher on all program-specific performance metrics.
- Must be either a citizen, national, or lawful permanent resident alien of the United States.
- Must pass mandatory AmeriCorps, Serve Kentucky, and Hindman Settlement School background checks.
- Must not have served 4 or more terms of service previously with a state or national AmeriCorps program.
- Speak, read, and write English fluently.
- Interest in education, specifically helping children develop early language and literacy skills.
- Dedication to community service.
- Basic computer skills, including the ability to navigate online systems and email.
- Attention to detail.
- Organized, responsible, flexible, motivated and professional.
- Ability to accept and incorporate constructive feedback from coaches and program staff.
- Excellent time management and decision-making skills.
- Ability to work with diverse personalities.
- Ability to adapt to a sometimes challenging, high-pressure environment.
- Ability to perform limited amounts of physical/manual labor (i.e., lift up to 20 pounds).
- Strong personal standards of excellence, ethics and integrity.

### **General Member Schedule**

Members will serve 40-hours per week, Monday through Friday, throughout the service period.

### **Necessary Training**

A required Pre-Service Orientation, including AmeriCorps policies and procedures, reporting requirements, mentoring/coaching training, and an extensive training on the ReadingCorps structured literacy approach will be provided during the first week of service. Members may not exceed the limitations on the number of hours for training (20% of the total hours served) as outlined in AmeriCorps policy.

### **Member Evaluations & Reporting**

Members are evaluated twice annually, at the middle and end of their service.

Members will complete daily attendance report, ongoing logs of service, bi-weekly timesheets, quarterly mentoring/coaching documentation, and other reports necessary to document student progress and mastery using the America Learns Impact Suite.

## Member Benefits

Full healthcare coverage provided to member, if needed. Childcare, assistance if the member qualifies. Student loan forbearance and interest payments, if the member qualifies. A Segal Education Award in the amount of \$6,495.00 if the service term is successfully completed.

## Member Supervisor

Refer to the Member Service Agreement for specific supervisor information for your site of service.

## Prohibited Activities

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps federal agency, staff and members may not engage in the following activities:

1. Attempting to influence legislation;
2. Organizing or engaging in protests, petitions, boycotts, or strikes;
3. Assisting, promoting, or deterring union organizing;
4. Impairing existing contracts for services or collective bargaining agreements;
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
8. Providing a direct benefit to –
  - i. A business organized for profit;
  - ii. A labor union;
  - iii. A partisan political organization;
  - iv. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative;
  - v. An organization engaged in the religious activities described in paragraph (g) of this section, unless Agency assistance is not used to support those religious activities; and
9. Conducting a voter registration drive or using Agency funds to conduct a voter registration drive;
10. Providing abortion services or referrals for receipt of such services; and
11. Such other activities as the AmeriCorps federal agency may prohibit.

Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-Agency funds. Individuals should not wear the AmeriCorps logo while doing so.

## Non-Discrimination

ReadingCorps, and its parent entities prohibit all forms of discrimination. Any benefits and terms and conditions of this program, are available to all without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, substance abuse disorders, gender identity or expression, political affiliation, marital or parental status, genetic information and military service.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_