

BELLINGHAM FARMERS MARKET

Site Assistant

Job Description

The Site Assistant has the responsibility to assist in the setting up and tearing down of key aspects of the Saturday farmers market that happens at Depot Market Square.

The Site assistant works *every Saturday* during the Market season (April through December) and once a month in January, February, and March. The hours per week are approximately 8 hours at \$13/hr.

The Site Assistant works under and reports to the Market Director and Site Manager. Site Assistant responsibilities include the following:

- Placement of signage around site including A-boards, banners and other signs as needed.
- All set-up, clean-up and teardown of garbage totes, picnic tables, benches, canopies and weights, info booth displays, etc.
- Directing traffic safely around site during set-up and tear-down
- Assist vendors as needed and appropriate to maintain a safe, attractive and accessible site
- Answer questions from the public
- Ability to lift 50lbs and work during inclement weather conditions

Preferred Requirements:

- High school diploma or equivalent preferred
- Knowledge of customer service principles and processes

Key Competencies

- Good communication skills
- Customer service orientation
- Patience
- Adaptability
- Initiative
- High energy level
- Integrity

Working Conditions/Hours

Standard hours will be from 7:30 am – 4:30 pm each Saturday. Additional hours may be required based on events or special activities.

How to apply:

Send letter of inquiry or resume to market@bellinghamfarmers.org. Put “SITE ASSISTANT APPLICATION” in email subject line. Position open until filled.