



farmers market  
Saturdays 9:00am - 1:00 pm - May - October  
68 Broad Street Road - Manakin-Sabot, VA 23103  
[www.RVAgriculture.org](http://www.RVAgriculture.org) 804-314-9141



### Volunteer Job Description

Hours: 8:00am– 2:00pm (or earlier, if we finish early) (Market Hours are 9am-1pm)

Qualifications for All Volunteers: Highly energetic, friendly, service- minded, take charge person who doesn't mind getting physical. Set-up and tear-down times are a flurry of activity and can require a lot of physical exertion mixed with a lot of fun.

Additional Qualifications for Lead Volunteers: Lead Volunteers will have to meet all of the qualifications above plus have the following attributes: enjoys dealing with the public, communicates well, diplomatic, able to pay attention to detail. The best person for this job will be organized, able to multitask, work independently, and be able to work with money.

Duties for All Volunteers: *Before the Market opens:* We hit the ground running at 8:00 a.m.: helping vendors unload supplies and setting-up tents; putting up signage, putting new bags in the trash bins; setting-up the cooking demonstration area; setting-up MM tent and tables, and musician's area – basically, doing whatever is needed to get the Market open.

*During the Market:* Remember My Manakin Market is *your* Market: take pride in it. During Market hours, you will need to patrol the area looking for ways to help everyone have a great Market experience. **SMILE!** Offer to help overloaded customers carry their bags to their cars; ask the vendor if they need a break; ask musicians, entertainers, and others working the Market if they need anything to make them more comfortable. Pick-up trash and help keep the area safe.

You may be asked to distribute MM informational and educational flyers while you are walking around the Market. Please feel free to do this when you have time while performing your other duties. Remember to be friendly and prepared to answer questions. Refer questions you do not know the answer to over to the MMM tent.

Volunteers must be able to safely lift and carry up to 25lbs.

MANAKIN MARKET is located at 68 Broad Street Road, Manakin-Sabot, VA 23103 804-314-9141

\* Communicate any needs or concerns to the Market Manager or nearest on-site supervisor.

Duties for

Lead Volunteer:

*Before the Market opens:* Your duties will be the same as listed above.

*During the Market:* During the Market is when our Lead Volunteer's duties will differ. Lead Volunteers will be our point people at the MMM tent. Your main focus during Market hours will be to help the Market Manager by welcoming visitors, handing out informational and educational flyers, selling market related merchandise, answering questions, signing up new volunteers, cashing checks, and processing credit and debit cards using Market Bucks. You will also be responsible for helping keep a record of incoming and outgoing Market Bucks and exchanging it for vendors from the Market's cash box. When the Volunteer Coordinator is not on site, one Lead Volunteer will also be assigned the responsibility of keeping the customer count and recording that number every hour on the appropriate sheet.

*After the Market Closes:* At 1:00pm the Market closes. At this time your duties are basically a reversal of the Before Market duties. You will need to help vendors tear-down and load up their supplies. Take down all signage, empty trash bins, and the MM tent. You will also need to help check the area to make sure that all trash has been picked up from the Market site and parking area. Our goal is to leave the area cleaner than when we arrived.

All volunteers will want to work together throughout the day to cover for each other. We want to make sure that everyone has a chance to get their own shopping done while here.

Remember that, although volunteering at Manakin Market is hard work, it is also a lot of fun. At the Market you will meet the friendliest, most engaging people ever. We love to laugh and have lots of fun. Most times, volunteers are given freebies by the farmers to take home! If this sounds like the type of volunteer work you are looking for please contact our Volunteer Coordinator by email at [manager@rvagriculture.org](mailto:manager@rvagriculture.org). Additional information about the market can be found on [www.RVAgriculture.com](http://www.RVAgriculture.com).