



Manakin Market (MM) Volunteer Job Description

Hours:

8:00am– 12:30pm (or earlier, if we finish early) (Market Hours are 9am-12pm)

Qualifications for 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. Volunteers should have the following attributes: enjoy dealing with the public, communicate well with others, interact diplomatically, and pay close attention to detail. The best person for this position will be organized, able to multitask, work independently, and able to manage the cashbox.

Duties for all volunteers:

Before the Market opens: We hit the ground running helping vendors unload supplies, moving supplies and tents from the market shed to the market grounds, setting-up tents, putting up signage, putting new bags in the trash bins; setting up RVAg tents and tables and the musician's area – basically, doing whatever is needed to get the Market open.

During the Market: Remember the MM 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 vendors 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 RVAg 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 RVAg tent.

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

Consistently communicate any needs or concerns to the Market Manager or nearest on-site supervisor.

Duties for all volunteers:

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

During the Market: Volunteers will be our point people at the RVAg 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, and signing up customers for our newsletter email. The volunteer may also be assigned the responsibility of keeping the customer count and recording that number every hour on the appropriate sheet.

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

After the Market Closes: At noon the Market closes. At this time your duties are basically a reversal of the Before Market duties. You may need to assist vendors to tear down and load up their supplies. Take down all signage, empty trash bins, and the RVAg 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.

Remember, although volunteering at the MM 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 enjoy the experience. Most times, volunteers are given freebies by the farmers to take home and you will always be given time to shop! If this sounds like the type of volunteer work you are looking for please contact our Market Manager Adrian Chapman at adrian@rvagriculture.org. Additional information about the market can be found at <http://www.rvagriculture.org/>.