



TOWN OF HAYDEN

JOB DESCRIPTION – MARKET COORDINATOR

Department	Community Development
Position	Market Coordinator
Wage status	Hourly; As Assigned, 10-15 hours per week.
Wage Range	\$20.00 - \$23.00, depending on qualifications
Benefits	Hayden Center: The town offers free family gym membership during time of employment.
Supervised by	Community Development Director

Career Progression Notice

There is no current promotion for this position at this time.

Job Summary

Duties will include overseeing the Walnut Street Market (formerly the Hayden Farmers Market) for the Town of Hayden. The Market Coordinator sets the tone and represents the market both internally to vendors and externally to shoppers and market stakeholders. Responsible for all aspects of the market operations during the season, and are the main contact for customers, vendors, entertainment, volunteers, health inspectors, police, public works, and sponsors. Manages vendor relationships, coordinates setup and tear down, promotes the market, schedules entertainment & activities, answers customer/vendor questions and assists with all market special events.

Primary Duties and Responsibilities:

The following is an overview of the primary duties and responsibilities of the Market Coordinator and do not constitute an all-inclusive list. These duties and responsibilities establish a flexible, functional base from which the employee operates. The duties and responsibilities may also be modified with additions, deletions or changes as required to assist in obtaining organizational goals and objectives.



- Plan, produce and manage the Walnut Street Market and any supplemental market event series and will assist with market assets.
- Coordinate with the Finance Department in managing all Market revenues and budgets. Ensure sustainable growth and Market development. Continue to grow in diversity and size while maintaining profits for both the Town and participating vendors.
- Solicit and engage vendors. Maintain good relationships and foster a good working environment.

Market Operations & Support

- Arrive prior to the Market to coordinate setup
- Stay at market until all vendors have left (usually no more than 1 hour after)
- Set up welcome booth tent, table, and display
- Place directional signs promoting the market around the community at key locations prior to opening on each market day; remove at the close of market. Will need to coordinate with other departments prior to placing signs.
- Coordinate with vendors regarding parking/setup to ensure vendors are in the correct space
- Staff the Market, provide information to customers/community members
- Develop and maintain good relationships with staff, interns, vendors, customers, and the community
- Assist vendors, community representatives, and customers by providing market-related information, conflict resolution, and general aid as appropriate
- Enforce market rules
- Vendor recruitment
- Occasionally assist vendors by providing limited setup help and brief personal breaks and by assisting vendors with sales during especially busy times

Mandatory Qualifications and Requirements:

- Available during all market hours during the season. Approximate Market hours are Thursday's, 5-8 pm.
 - June 6th, 13th, 20th, 27th
 - July 11th, 18th, 25th,
 - August 1st, 8th
- Must be 21 years of age or older due to management of liquor license issues and laws dealing with liquor licenses
- Possession of a valid Colorado State Driver's License is required

Desired Qualifications and Requirements



- High school diploma or GED and at least two (2) years of experience in leadership, supervision, management or closely related position; or any equivalent combination of education and experience.

Working Environment/ Physical Requirements

This position primarily involves sedentary, administrative work; however, a guest service specialist must also be able to assist patrons and other staff in all areas of the Hayden Center.

1. Moderate physical activity is required; for example, the ability to lift items in excess of 50 pounds occasionally and up to 20 pounds frequently;
2. This position requires standing at a desk for an extended period of time, working for extended periods on a computer, talking on the telephone, standing, walking, kneeling, stooping/bending, lifting, pushing, pulling, gripping, reaching over head, reaching away from the body, and repetitive motion;
3. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision;
4. Constant, positive interaction with Town employees and volunteers, supervisors, patrons, and the public is required; and,
5. This position could involve periods of high mental and/or emotional stress.

This job description is established by the Town of Hayden (Town) to outline the basic requirements, duties and general responsibilities of the position of the Market Coordinator. This position is “at will”, which means the Town may terminate the employment relationship at any time and for any reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship without notice at any time for any reason.

Town of Hayden is an Equal Opportunity Employer: all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status. This job description is not a contract, but merely an overview of the various job duties and skills needed to perform the job. The description is not intended to be contractual commitment of the Town of Hayden, and will not be construed as such by any employee or potential employee. The Town of Hayden has the right to change, supplement, or revoke the description at any time without notice. No permanent employment for any term is intended or should be implied from the statements contained in the job description.