



# Position Description: Elmhurst Farmers Market Supervisor

The Market Supervisor is responsible for overseeing all on-site operations on market days. This individual serves as the primary point of contact for vendors, volunteers, customers, and community partners; and ensures the market runs smoothly, safely, and professionally.

The ideal candidate will be dedicated to the mission of Elmhurst Farmers Market (EFM) and committed to supporting farmers, small businesses, and also have knowledge of the Elmhurst community and Elmhurst Farmers Market. Candidates must be reliable, able to self-manage, solve problems quickly, and enjoy engaging with people with an approachable demeanor. We are seeking a team player who will take ownership of the market and treat it as if it's their own business, creating a welcoming experience for customers and vendors.

**Position Type:** Seasonal, Hourly

**Work Expectations:** 10 hours per week on Wednesdays, and other days as needed; June-October 2026

**Supervisor:** Elmhurst Christian Reformed Church's (ECRC) Executive Director of Operations

**Works Closely with:** ECRC Administrative Assistant, Elmhurst Farmers Market committee / volunteers

## **Responsibilities:**

**Market Operations:** Supervise vendors from arrival to departure. Establish relationships with vendors and ensure compliance with market rules. Coordinate and oversee volunteers.

**Market Presentation:** Monitor and maintain market and parking areas, ensuring they are accessible, safe, and clean.

**Customer Engagement:** Proactively greet customers and manage customer inquiries.

**Promote Elmhurst Farmers Market:** Encourage customers and vendors to follow Elmhurst Farmers Market on social media, helping to build our community awareness to a broader audience.

## **Qualifications:**

Must have a valid driver's license and reliable vehicle to transport signs

Must be able to move heavy items independently (traffic barricades, picnic tables, tents, signage)

Must be able to stand and walk for 8+ hours

Must be able to work outdoors for extended periods in all weather conditions

Must be punctual (arrive before vendors)

Availability during all scheduled market dates and hours

Proficiency using credit card reader/tablet for transactions

## **Other:**

Experience in event coordination, retail, hospitality, or community programming preferred.

Bonus if candidate has: a background/knowledge in local food systems and agriculture, CPR trained, Certified Food Protection Manager, Food Handler Training, Certified Farmers Market Manager Training.



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## Day of Market

### **Pre-Market Set up (arrival at 5am)**

- Oversee vendor arrival; coordinate logistics of set up, parking, and unloading
- Set up parking barricades, speed bumps, traffic cones, pedestrian barriers, welcome booth tents, tent weights, tables, chairs, picnic tables, umbrellas, bistro tables and chairs, trash cans, signage, cooler, cleaning supplies, welcome booth supplies and wagon, and other equipment
- Transport and set up roadway signs and feather flags at nearby intersections

### **During Market Hours (7am-1pm)**

- Serve as on-site leader and decision maker
- Address vendor questions, concerns, and operational needs
- Ensure compliance with market rules and safety guidelines, consistently and professionally
- Handle customer inquiries and resolve issues
- Support volunteers and assign duties as needed
- Keep market area free of debris, picnic areas clean, and empty trash cans
- Monitor flow within parking areas for accessibility and safety
- Monitor market and parking areas for unauthorized sellers or soliciting activities (flyer distribution, petitioners, or other promotional efforts) and politely inform individuals of market policies
- Document incidents, attendance, vendor issues, and operational notes in EFM Log
- Respond to emergencies or incidents according to established procedures

### **Market Clean up (1pm-2pm)**

- Oversee vendor breakdown and market clean up
- Put away parking barricades, speed bumps, traffic cones, pedestrian barriers, welcome booth tents, tent weights, tables, chairs, picnic tables, umbrellas, bistro tables and chairs, trash cans, signage, cooler, cleaning supplies, welcome booth supplies and wagon, and other equipment
- Ensure trash removal and disposal in dumpster
- Secure market merchandise and supplies, cash box, credit card reader/tablet
- Pick up roadway signs and feather flags at nearby intersections

### **Non-Market Day tasks**

- Confirm volunteer schedule (1-2 days prior to market day)
- Communicate with EFM administrative assistant (Tuesdays, and as needed)
- Meet with EFM committee and ECRC staff (as needed)

Email cover letter and resume to [personnel@elmhurstcrc.org](mailto:personnel@elmhurstcrc.org)