



MARKET DAY ASSISTANT JOB DESCRIPTION

About Pawling Farmers Market

The Pawling Farmers Market, Inc. (PFM) operates an outdoor seasonal market from approximately mid-June through September in Pawling Village and one indoor market on the Saturday before Thanksgiving at the Pawling Firehouse. PFM hosts vendors and artisans who feature the following: locally farmed fruit, vegetables, meats, eggs, and other agricultural products; locally made and produced food products and locally made artisan products.

PFM's mission is to (1) provide an economical marketplace for local agricultural growers, home processors and artisans to sell their products and wares, (2) offer high quality, locally produced agricultural and farm products and artisan goods, (3) financially support food-insecure Pawling community members to obtain food from the market, and (4) provide activities at the market to attract attendance and, in turn, stimulate the Pawling Village economy.

2025 Season: June 14, 2025 - September 27, 2025 and November 22, 2025. The market is rain or shine.

Responsibilities

The Market Day Assistant supports the day of market operations of the Pawling Farmers Market. The position will report to the Chair of the Volunteer Committee.

Responsibilities include:

- Supporting onsite operations on market days, including setup and breakdown of tents, tables signage, garbage cans, power cables, vendor parking, etc.
- Assisting PFM administrative staff (volunteer market manager and volunteers) on site at the market as needed.
- Monitoring and upholding market rules and regulations, as well as any regulations established by federal, state, village or town governments.
- Staffing the market table to answer customer questions, distribute food subsidy benefits and sell merchandise.
- Assisting with administration of the Feed Your Neighbor program, as needed.
- Assisting vendors/artisans, as needed, during set up and breakdown of the market.

Applicant Profile

A successful candidate:

- Demonstrates a commitment to and enthusiasm for the PFM mission and to building community.
- Is willing and able to work in an outdoor environment in adverse weather conditions.
- Has the ability to lift 50 pounds.
- Is at least 16 years of age.
- Is a collaborative and communicative team member.
- Possesses a positive attitude, excellent interpersonal skills and the ability to interact with a diverse group of people, including fellow staff members, market vendors, donors and shoppers of diverse ages and cultural backgrounds.
- Continually promotes and achieves high standards of quality at work, pays attention to detail in the execution of all projects and constantly looks for problems to solve and ways to improve.
- Exhibits integrity, discretion and professional maturity to handle conflict.
- Candidates with Spanish language proficiency are highly encouraged to apply.

Work Environment

The Market Day Assistant will work at the market, outdoors, in-person and in all weather- rain or shine!

Schedule

Saturdays, 8 a.m. to 2 p.m.

(The assistant must be available for all Saturdays during the market season)

Compensation

This position is part-time and will be compensated at \$20 per hour.

How To Apply

Please send a cover letter/email and resume by email to Chris Carty at chris.carty4@gmail.com and mail to 56 Sumner Lane, Pawling, NY 12564 by May 1, 2025. Please send an email with any questions to Chris.