

**CITY OF OVERLAND PARK  
VOLUNTEER POSITION DESCRIPTION**

<b>TITLE:</b>	Volunteer, Farmers' Market	<b>JOB NO:</b>	VOL110
<b>DEPARTMENT:</b>	Recreation Services	<b>DATE:</b>	6/23/15
<b>DIVISION:</b>	Leisure Services	<b>FLSA STATUS:</b>	NE
<b>REPORTS TO:</b>	Supervisor, Recreation	<b>COST CENTER:</b>	520
<b>FULL-TIME:</b>	<b>PART-TIME:</b>	<b>TEMPORARY:</b>	<b>SEASONAL:</b>

**REPLACES:** New position

**DATE:**

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**JOB SUMMARY STATEMENT:**

Assists the Recreation Supervisor, Farmers' Market Manager and Farmers' Market Attendant with the on-site management and daily operation of the Farmers' Market to included the Market Information Booth and Beans & Greens Program. Assists with enforcing the rules and guidelines, marketing, special events, and customer service.

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**DUTIES AND RESPONSIBILITIES:**

1. Assists with on-site market management and operational support each market day (Wednesday, Saturday, Evening, and Holiday Market) to include, but not limited to:
  - Assists with the set-up, operation and shut-down of the Farmers' Market.
  - Assists with the set up and takes down traffic barricades, cones and market signage.
  - Assists with the management of low-cost and debit program (Beans & Greens). Answers basic market questions.
  - Assists with handling emergencies, complaints and customer requests.
  - Assists with ensuring that all facilities, equipment and utilities are in working order.
  - Assists with ensuring market operates in compliance with federal, state and local health rules and regulations.
  - Assists with ensuring vendor compliance with market rules and regulations.
2. Assists with enforcing the rules and guidelines for the market; special events; vendor recruitment and selection; and layout of vendor booths.
3. Assists with the design and appearance of the Market Information Booth.
4. Assists with light custodial duties, sweeping, mopping, picking-up trash, etc.
5. The volunteer must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
6. The volunteer must be punctual and timely in meeting all requirements of performance.

## GENERAL QUALIFICATIONS

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

Basic high school education or equivalent.

### **EXPERIENCE:**

None.

### **SKILLS:**

1. Self-motivated
2. Organizational skills
3. Project management skills
4. Good oral and written communication skills
5. Problem solving skills
6. Interpersonal and customer service skills

### **MENTAL REQUIREMENTS:**

1. Ability to read and comprehend federal, state, and local policies and regulations
2. Ability to carry out assignments through oral and written instructions
3. Ability to work independently
4. Ability to learn and understand the emergency action plans for the Farmers' Market
5. Ability to resolve conflicts
6. Ability and enthusiasm for developing and maintaining relationships with participants including farmers, vendors, customers, neighbors and other members of the public
7. Ability to exhibit sound judgement

### **PHYSICAL REQUIREMENTS:**

1. Ability to reach, stand, crawl, bend, stoop, climb, push, and pull
2. Ability to make and receive phone calls
3. Ability to identify and distinguish colors
4. Ability to distinguish smells
5. Exposure to extreme temperatures
6. Exposure to loud noises
7. Frequent standing and walking for prolonged periods
8. Ability to work in inclement weather
9. Ability to lift 30 pounds and transport 20 feet
10. Ability to push/pull up to 30 pounds

**SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS**

### **SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

None.

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**

## ESSENTIAL FUNCTIONS

ACTIVITY	DURATION	DESCRIPTION
Standing	Frequent	even / uneven surface
Walking	Frequent	even / uneven surface
Sitting	Occasional	misc. tasks could require sitting postures
Driving	Occasional	motor vehicle/golf cart/ misc. vehicles
Bending	Occasional	various postures required to complete requirements
Stooping	Occasional	various postures required to complete requirements
Twisting	Occasional	various postures required to complete requirements
Kneeling	Occasional	various postures required to complete requirements
Squatting	Occasional	various postures required to complete requirements
Crawling	Occasional	various postures required to complete requirements
Stairs	Occasional	misc. tasks require stair usage
Ladders	Occasional	misc. tasks require ladder usage

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
Cones	5-30 lbs	Ground to Waist	variable	occasional	one-two hand lift
Market signage	5-30 lbs	Ground to overhead	variable	occasional	one-two hand lift
traffic barricades	5-30 lbs.	Ground to Waist	variable	occasional	one-two hand lift
Food products	1-30 lbs.	Ground to overhead	variable	occasional	one-two hand lift
Brooms, mops, trash	1-30 lbs.	Floor to chest	variable	occasional	one-two hand lift

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
Cones	5-30 lbs.	20 feet	variable	occasional	one-two hand carry
Market signage	5-30 lbs.	0-20 feet	variable	occasional	one -two hand carry
traffic barricades	5-30 lbs.	0-20 feet	variable	occasional	one -two hand carry
Food products	1-30 lbs.	0-20 feet	variable	occasional	one-two hand carry
Brooms, mops, trash	1-30 lbs.	0-20 feet	variable	occasional	one-two hand carry

PUSHING	FORCE	FRQNCY/DUR	DESCRIPTION
Traffic barricades	5-30 lbs.	occasional	one or two hand requirement
Market signage	5-30 lbs.	occasional	one or two hand requirement
Food products	1-30 lbs.	occasional	one or two hand requirement
Custodial: trash, brooms, mops	1-30 lbs.	occasional	one or two hand requirement

PULLING	FORCE	FRQNCY/DUR	DESCRIPTION
Traffic barricades	5-30 lbs.	occasional	one or two hand requirement
Market signage	5-30 lbs.	occasional	one or two hand requirement
Food products	1-30 lbs.	occasional	one or two hand requirement
Custodial: trash, brooms, mops	1-30 lbs.	occasional	one or two hand requirement

REACHING	DURATION	DESCRIPTION
Above Shoulder Height	occasional	type of job
At Shoulder Height	occasional	type of job
Below Shoulder Height	occasional	type of job
Below Waist	occasional	type of job
Below Knee	occasional	type of job

FINE MOTOR	DURATION	DESCRIPTION
Gripping	frequent	type of job / tool dependent
Pinching	frequent	type of job / tool dependent
Wrist Flexion & Extension	frequent	type of job / tool dependent
Wrist Lateral Deviations	frequent	type of job / tool dependent
Pronation & Supination	frequent	type of job / tool dependent