

NEDCO

Neighborhood Economic
Development Corporation



2010 Volunteer Descriptions/Intern Opportunities
Springfield Farmers' Market
Between 5th and 6th in Downtown Springfield
Every Friday May 7th to October 8th 3pm-7pm

Title	Purpose	Duties	Hours	Requirements
Info Booth Advisor	To staff SFM booth during market hours	Answer customer questions about the market, growing season, vendors, and NEDCO. Solicit customer participation in email list and surveys	2:45 p.m. to 7:15 p.m. (Multiple shifts)	Comfort in dealing with the public. Some knowledge of growing seasons and local agriculture helpful, but not necessary. Will train interested people who enjoy customer interaction. Time Obligation: Minimum of 3 hours per week
Set Up/Tear Down Crew Affiliate	To set up/tear down the market	Set up/tear down booths, tables and chairs, stage (if needed), assist vendors, staff and partners as needed. May also participate in trash/recycling disposal at market close.	Set Up: 2 p.m. Breakdown: 7 p.m. (Multiple shifts)	Ability to lift and/or carry up to 40 pounds repeatedly, ability to physically stand and walk for three hours, ability to interrupt one task if you are called away for a different task. Time Obligation: Minimum of 2 hours per week
Waste Manager (Recycling, composting)	To develop, manage and help staff recycling/composting efforts	Develop waste reduction/management program, obtain materials for sorting waste, draft volunteers to participate in program.	Various: includes non-market days; market days 2:45 p.m. to 3 p.m. (Multiple Shifts)	Experience managing waste (such as Master Recycler Certification or prior volunteer or paid recycling composting experience), ability to lift and/or carry up to 40 pounds repeatedly, ability to physically stand and walk for three hours, ability to communicate with the public to educate shoppers on waste management program components and to solicit customer involvement. Time Obligation: Minimum 3-4 hours per week

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<p>Vendor and Shopper Communications Specialist</p>	<p>To create a flow of communication between management, vendors and shoppers.</p>	<p>Participate in making phone calls to vendors for various purposes at request of Market Manager, participate in mailings, conduct surveys at market and post-market for shoppers, vendors and partners. May work with community partners and may help with recruiting vendors and communicating updates on policies and other pertinent SFM communications.</p>	<p>Various: Includes non-market days; market days can be combined with Info Booth staffing, will include days when Rapid Market Assessments (ask for details) and other surveys take place</p>	<p>Comfort in communicating with a diverse group of people from various backgrounds, ability to approach various people to request participation in information gathering efforts, desire to help develop a smooth communication flow between SFM staff, vendors, customers and others. This position may be called upon to help collect information from vendors to add to the weekly newsletter. May include assisting with writing email newsletter and other regular customer communications, soliciting vendor participation in promotions such as coupons, special events, etc. This position may also be asked to participate in SFM Advisory Committee meetings to take minutes of the meeting for distribution to committee members. Time Obligation: Varies, require minimum 1 hour per week, with some weeks requiring additional time commitment</p>
<p>Promotions and Outreach Liaison</p>	<p>To reach out to the community to generate interest in SFM, create awareness of programs and increase low-income and minority attendance at SFM</p>	<p>Identify community contacts and methods of sharing information on SFM, distribute information via posting flyers and other advertisements, phone calls, emailing, event planning and publicity.</p>	<p>Various: Includes non-market days, market days as needed</p>	<p>Comfort in communicating clearly with a diverse group of people, ability to engage potential shoppers and/or vendors in discussions about SFM, interest in local agriculture/community and economic development/revitalization of public spaces helpful. Experience in outreach, publicity or event planning helpful but not necessary. Comfort with and knowledge of community partners who may share information about SFM with their constituencies (such as Headstart, Willamalane recreation programs, others). This position may include assisting with generating SFM online presence including blogs, and Facebook and development and upkeep, etc... Time Obligation: Minimum 1 hour a week, some weeks require additional time commitment</p>

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Bilingual Consultant	Provide Spanish Translation on and off site for SFM. A must for our 2010 season.	Answer customer questions , translate for Spanish speaking vendors, customers and partners. Solicit customer participation in email list and surveys.	2:45 p.m. to 7:15 p.m. (Multiple shifts)	Comfort in dealing with the public and strong English and Spanish skills. Will train interested people in ins and outs of market operations who enjoy customer interaction. Time Obligation: Minimum of 2 hours per week
Event Planner	Provide assistance to market coordinator for monthly events	Contact potential partners and organize events for 2010 season including Dog Days of Summer, Grito Del Mercado and Harvest Celebration	Office and work from Home hours TBD	Familiarity or ease in cold calling and random drop ins with local businesses. Ability to keep track of contacts and report progress to market coordinator and manager. Ability to spend day of event at market overseeing operation. Time Obligation: Minimum of 3 hours per week
Workshop and Demonstration Coordinator	Provide assistance to market coordinator for weekly demos and workshops	Schedule and obtain OSU extension and community leader workshops on subjects that relate to SFM. Answer inquiries to cooking demonstrations and other educational SFM programs	Office and Work from Home Hours	Familiarity or ease in cold calling and desire to see a variety of workshops and demonstrations at 2010 market. Ability to keep track of contacts and report progress to market coordinator and manager. Ability to accurately report logistical details of events. Time Obligation: Minimum of 3 hours per week