



Contact:

downsvillagemarket@gmail.com

www.villageofdowns.org/market

Volunteer Application

The Downs Village Market is sponsored by the Village of Downs, community members, and other local agencies. The market will provide access to fresh, locally grown foods, homemade crafts, musical entertainment and educational booths; uplifting and connecting local farmers, crafters, businesses and educators with the people of Downs and the surrounding communities. We are currently seeking volunteers to assist in the day-to-day operations of the Downs Village Market.

The market operates **every Wednesday from June through September**. Set-up begins at **3:00 PM**; the market is open from **4-6PM** and cleanup is usually finished by **6:30 PM**. Volunteers can come from 2-4 hour shifts. We aim to recruit volunteers from our local neighbors and friends of the Downs Village market; members of 4-H, FFA and students with volunteer hours to earn for coursework; employees with a volunteer/work hours arrangement; and anyone interested in coming out and having a great time while working for a worthy cause!

The contributions of our volunteers allow the market to function each week. A pre-market meeting and orientation will be announced in May for a two-hour training opportunity. A market T-shirt will be provided to wear during your shift.

For all volunteer positions, duties may require you to:

- Lift 25 lbs.
- Stand for possible long stretches of time in a three-hour window between 3:00 pm and 6:30 pm
- Set out cones, signs, put away later
- Fill in Bakers' and Musicians' boards
- Stock pop and water in coolers with ice
- Put out traffic signs
- Close streets off
- Erect/take down market vendor canopies if needed
- Assist with sales of water and soda and T-shirts
- Collect demographics, do customer counts
- Assist vendors with setting up booths, unloading products if needed
- Help maintain market grounds in a safe manner
- Direct traffic flow of vendors and customers as needed
- Assure market site is clean at the beginning and the close of each market
- learn and operate EBT/LINK transaction terminal
- Assist market manager as needed

Code of conduct- all market staff including volunteers are expected to treat others with common courtesy and mutual respect. No staff member will use any action or language to insult another staff member, vendor or shopper. Market staff will wear appropriate attire, promote a family atmosphere, have respectful relationships and interactions with everyone at the Downs Village Market.

Name, address, and phone	
Email address	
Emergency contact (the relationship of the contact, address, and phone number)	
Do you have Previous Farmers Market work or volunteer experience?	
<ul style="list-style-type: none"> • Computer • Administrative • Grant writing skills 	
Marketing skills on Social Media? <ul style="list-style-type: none"> • Facebook • Instagram • You Tube 	
Marketing skills on Printed media? <ul style="list-style-type: none"> • Flyers • Posters • Graphic Design • Newsletters 	
CPR Date certified; expiration date	
Any Food Sanitation Certifications? Cottage Food License? Please list and add expiration dates	
Hours available for volunteer work Wednesdays between 3-6:30 pm	
Available for off market hours help?	
Personal reference info Professional reference info	
Signature and Date	

Adapted from City of Bloomington, IL Farmers Market Volunteer Applications