



Location:	Homer Farmer's Market
Job Title:	Kid's Activities Coordinator- can be contracted to outside organization
Overseen by:	HFM Market Manager/ Board Sub-committee

Type of position: A part-time position available from first market through last market date to run the Kid's Activities on Saturdays.	<p>5-7hours/week @ \$15.00 per week or yearly contracted rate</p> <ul style="list-style-type: none"> • Must be available for set-up, kid's activities, and clean-up on Saturday Market Days. (4.5 – 5hrs) • Will need to plan on 1-2 hours of pre-planning and material gathering for successful market program. (1-1.5hrs)
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GENERAL DESCRIPTION

Plans and runs Kid's Activities Zone at the Homer Farmers' Market (HFM). Responsible for coordinating the activities, gathering/purchasing needed materials, and overseeing the planned activity. Responsible for organizing and managing Kid's Vending days twice a month. Maintains and performs scheduled maintenance on HFM Peoples Garden and prepares Annual Zucchini Race. Completes kid's activity reports and submits projected material requests as needed.

Will submit planned activity to Market Manager by Tuesday prior to Saturday market, for advertising purposes.

KID'S ACTIVITIES DESCRIPTION

Family Activity	11:00 am – 2:00pm	Suited for children up to age 12. Activity should be agricultural, nature, science, or arts and crafts related.
Kid's Vending Day	10:30 am: registration and set-up 10:30 am-2pm: Supervise kid vendors, along with adult/parent help	The first and third Saturday of each month we will open a portion of the West Wing for children to vend their wares. They will both be able to vend items made in a prior kid's activity or any other item they have made at home. We will encourage local materials (using the same standards we expect from our adult vendors). Children will be encouraged to stay for the entire market, they will need to sign in, and follow all Market Policy/labeling, etc. Parents cannot vend for the Kids.

SKILLS REQUIRED

- Must be able to commit to entire market season (Kids Activities will end after Labor Day weekend market)
- Be able to work well with all ages and maintain a positive attitude and safe environment
- Must have experience working with children
- Must be a good leader and effective with groups of children
- Should have knowledge of basic gardening.
- Must be able to create engaging, low cost, activities on a weekly basis
- CPR, First Aid skills desired, but not required.

MAIN RESPONSIBILITIES

Planning Activities: Plan appropriate kid's activities that reflect the values of the market within the general themes of Homesteading, Cooking with local ingredients, Art, Nature, Science, and Agriculture. Activities should encourage sustainability, self-reliance, responsibility, quality craftsmanship, and healthy living. If KA are contracted out, activities may reflect the mission of the organization conducting KA for the year. This includes gathering the necessary materials through donation or requesting funds from HFM Board prior to purchase.

Managing Kid Vending Days: responsible for registration and judging vendor quality. Will help with the set-up of vending area so that there is enough space for each participant.

Upkeep of People's Garden: Must be able to amend and prep raised beds and plant with starts purchased from market vendors (can purchase with market bucks from Manager). Will oversee upkeep of garden throughout market season and show kid's the steps of the garden process through activities that reinforce this.

Ensure Safety and Enforce Market Policy : responsible for keeping participants safe and following all market policy

ADDITIONAL DUTIES

Calendar of Events: Must submit each week's events by the Tuesday prior to Saturday market, for advertising purposes; submitted to Market Manger via email weekly- should include activity name, description, and a general image/photo of activity.

Log of Activities: A log of activities including number of attendees per session, description of activities, supplies needed, money spent, and notes after the activities for what worked, what didn't. This log will help us improve the Kid's Activities for future years and be something we can pass onto the next KA Coordinator.

Arranging Special Guests: Kid's Activities may have special guests. The KA Coordinator is responsible for coordinating this and making sure the guest is aware of the HFM standards. Special guests are voluntary. The KA Coordinator is still responsible for overseeing the activity and helping manage the kids. All Special Guests should be cleared with the Market Manager prior to invitation.

Finding a Replacement for Absences: responsible for notifying the Market Manager in advance of any foreseen absence and find a replacement; this should be done at least 2 weeks in advance, when possible. The KA Coordinator will provide contact info for the replacement and ensure the planned activity can be overseen by substitute. In the event of an absence, the KA weekly rate will be paid to the replacement.