



**Position Description:** Dane County Farmers' Market Information Booth Lead + Collections Assistant

**Position Summary:**

The Dane County Farmers' Market is one of the largest producer-only farmers' markets in the United States. The market operates year-round in Madison, Wisconsin and has grown to include four distinct markets: the Saturday Market on the Square, the Wednesday Market, the Holiday Market, and the Late Winter Market. The Dane County Farmers' Market is proud to participate in the [SNAP/EBT/FoodShare program](#).

The Information Booth Lead + Collections Assistant position will possess strong attention to detail and communication skills, and the ability to interact professionally and positively with all DCFM vendors and customers at the Saturday Market on the Square.

This is a part-time, in-person, seasonal position with a pay rate of \$18/hr. This position will run through November 9<sup>th</sup>. The Information Booth Lead + Collections Assistant reports directly to Market Management and coordinates a schedule that is amenable to your existing schedule. They do not need to be available for every market and will communicate their availability with Market Management and sign up for shifts in advance. This position will work either 7:00 am – 1:00 pm or 8:00 am – 12:00 pm, on scheduled workdays. There is a possibility that the Information Booth Lead can work during the Holiday and Late Winter Markets if interested.

**General Job Responsibilities:**

Information Booth Administration (50%)

- Administer the FoodShare/SNAP/EBT and Double Dollars program at the Saturday Market on the Square; this includes running EBT transactions, keeping records of all transactions with customers.
- Serve as main point of contact for Information and SNAP/EBT booth volunteers when necessary.
- Administer *The Dane County Farmers' Market Cookbook* sales using the Square POS system.
- Be available along with volunteers to answer customer and vendor questions.
- Create a positive environment and market experience for customers, vendors, and volunteers.

Market Dollars & Double Dollars Collection (50%)

- Accurately and efficiently collect scrip (Market Dollars and Double Dollars) from members at the Saturday Market on the Square.
- Learn about DCFM Food Access services to be able to answer vendor questions and/or defer questions to Market Management.

**General Job Requirements:**

- Ability to lift and carry up to 50 pounds
- Ability to work outside in all types of weather, including heat, rain, snow, and cold
- Great attention to detail