



## Job Description | Market Educator

### Responsible For:

- Planning and delivering quality educational programs at the market, online and in classrooms in accordance with the Market's Mission and 501c3 status.
- Liaising with Community Partners for the booking of candidates for the Chef's Table, Summer Lecture Series and other Educational Events that provide opportunities for the community to learn.
- Assisting the Market Manager when required.

### Reports To: Market Manager

### Liaises With:

- Board President: Updates: Website, Newsletter and Social Media.
- Board Members: Community Events.
- Market Manager/Staff: Set Up of Chef's Table, Lecture Series etc.
- Community Partners: UpValley Family Centers

### Hours of Work:

- Market Season (May-October)
  - At the market on Fridays 7:30 a.m. -12:30 p.m.
  - The Market Educator will have the opportunity to take 2 Fridays off during the season if requested.
  - All other required hours during the week are on a flexible schedule. Totaling 15-20 hours a week.
- Off Season:
  - March - April: Market Education Planning = 5-12 hours a week (flexible schedule).
  - November-February = Dedicated to Board Meetings and off-season outreach with 5-12 hours (flexible) a month.

### Main Duties

- Plan the Educational Programs throughout the year and liaise with the Board President to keep the Market Calendar current with new Chef's Demonstrations, Lecture Bookings and other Programs.
- **Adult Programs**
  - Recruit, coordinate and host local Chefs for Chef Demonstrations.
  - Recruit, coordinate and host local candidates and educational organizations for the Summer Lecture Series.
  - Liaise with relevant Board Members with regard to making video clips at the Market.

- **Children's Programs**
  - Plan the Market Classroom's educational themes for the season.
  - Plan, create, and promote farm, food and nature related curriculum for children (Toddler to 5<sup>th</sup> Grade) at the market.
  - Set up the Market Classroom every week with appropriate promotional material and Kids' Projects.
  - Develop, package and administer kid's take home craft and activity kits that reflect monthly themes
  - Develop and collaborate new programs with local teachers incorporating curriculum children are learning back at the classroom.
  - Liaise with the local schools regarding visits to the Market.
  - Lead groups of school children during the school year as required.
  - Lead an interactive Story Time for kids, sharing books, stories, and music.
  - Liaise with the UpValley Family Center regarding the Monthly Kids' Bilingual Story Time and visits.
  
- **Market's Website**
  - Create monthly or seasonal content for the Market's Website Resource Page (This Month's Favorites, Learning Center etc.).
  
- **Other Duties**
  - Attend monthly Board Meetings, typically the last Monday of each month from 5:30 PM until 7:00 PM at the Culinary Institute of America at Greystone and record the minutes.
  - Deputize for the Market Manager in his absence.
  - Support Fund Raising Events as required.
  - Assist with annual Vendor Appreciation Lunch as required.