

2023
TOKEN COORDINATOR JOB DESCRIPTION
Williamsburg Farmers Market

Reports to: Market Manger

Summary: On-site token coordinator on Saturdays at the Williamsburg Farmers Market location. Tokens are market currency. The market accepts SNAP/EBT, W&M Express, and Credit/Debit. The market also participates in VA Fresh Match, which provides a match for SNAP/EBT.

Responsibilities:

Saturday Market Day: 6:30 am – 3 pm

The token coordinator oversees the main market tent(s) and assists in the setup and breakdown of the market. The token coordinator works closely with market management, vendors, volunteers, and market guests while providing superior service. At the conclusion of the farmers market, the token coordinator reconciles the tokens, merchandise sales, credit card, and W&M Express transactions.

Qualifications:

Must be available Saturdays 6:30 a.m. – 3 p.m.

Ability to work with paid staff in the planning and organization of token program; to communicate effectively with a diverse public; and able to work independently without on-site supervision.

Desire to learn (or knowledge of) how SNAP/EBT works in the market.

Ability to tactfully enforce all Policies and Guidelines.

Enthusiasm for the Market is paramount.

Interest in fresh local food and the low-income community is a plus.

Training:

Provided by the manager.

Time Commitment:

8.5 hours each Saturday during the Market Season; Saturdays through December 23.

Salary:

Compensation will be paid bi-weekly based on \$15.00 per hour. This is a contractual position supervised by the Market Manager and approved by the Board of Directors.