



## **Position Description - Market Manager, Kings Mountain Hometown Farmers' Market**

**Status:** This is a part-time, non-exempt, at-will appointment.

**Schedule:** Work begins March 28, 2026 (4 weeks prior to Market opening) and continues through October 17, 2026 (3 weeks after the market closes). On-site presence to

manage market operations is required on Saturday mornings from approximately 7 AM until 1 PM during the market season (which runs from April 25 through September 26, 2026). Additional weekday hours are required to carry out other key responsibilities of the position.

**Reports to:** Kings Mountain Hometown Farmers' Market Oversight Committee and the Foothills Farmers' Market Board of Directors

### **Position Summary**

The Market Manager supports the operation and long-term success of the Kings Mountain Hometown Farmers' Market by overseeing market day operations & logistics, maintaining strong vendor relations, ensuring quality customer service, and leading marketing & promotions activities. This position is essential to maintaining a well-organized, welcoming, and compliant market that serves farmers, vendors, and the broader community.

### **Key Responsibilities:**

#### **Market Operations, Planning & Coordination**

- Serve as the Saturday on-site staff lead for the Kings Mountain Hometown Farmers' Market, located at 313 S. Battleground Avenue, Kings Mountain, NC 28086
- Open and close the market with assistance from volunteers on Saturdays; installation and take-down of portable canopies used by market vendors, placement & retrieval of sandwich board signs, banners, & feather flags, etc.
- Ensure the market operates safely, efficiently, and in accordance with established policies and procedures
- Collect vendor stall fees and sales reports
- Perform detailed market-related data collection and record-keeping
- Create and distribute the weekly vendor map to ensure organized space allocation and smooth market flow

- Schedule market day entertainment

### **Customer Service & Market Transactions**

- Provide friendly, professional customer service to market shoppers
- Administer credit/debit, SNAP/EBT, and token programs accurately and in compliance with program guidelines
- Assist customers and vendors with transaction questions and resolve issues as needed
- Ensure timely deposit of market revenues

### **Market Promotions & Communications**

- Assist in planning, promoting and administering special market day events
- Provide ideas & content for social media posts and electronic newsletters
- Develop & maintain effective relationships with community stakeholders
- Provide recognition to market sponsors, donors & partners

### **Vendor Relations & Administration**

- Review new vendor applications and work with the Foothills Farmers' Market Board and appropriate committees to approve qualified applicants
- Conduct farm visits as needed to verify production practices and ensure compliance with market rules
- Assist with onboarding new vendors, including orientation to market policies, layout, and procedures
- Maintain regular communication with vendors via email, app-based platforms, phone, and in-person interactions

### **Preferred Qualifications**

- Experience with farmers' markets, local food systems, retail, or community-based programs
- Strong customer service and communication skills
- Ability to work independently, stay organized, and problem-solve while working in a team environment
- Comfortable interacting with farmers, vendors, volunteers, board members, and the public

### **Physical & Scheduling Requirements**

- Ability to lift and move market equipment such as tents, tables, chairs and signage

- Ability to work outdoors in varied weather conditions
- Reliable availability on Saturdays throughout the year

### **Work Hours & Compensation**

The Kings Mountain Hometown Farmers' Market Manager is a part-time seasonal position year-round position compensated for 15 hours of work per week for 29 weeks at \$19 per hour pending approval by the Foothills Farmers' Market Board of Directors. The employee will be paid weekly.

Limited absences for planned family vacations or unexpected circumstances are subject to prior approval by the Kings Mountain Hometown Farmers' Market Oversight Committee.