



Job Opening:

FARMERS' MARKET COORDINATOR

The Bonner Springs City Library is accepting applications for a 22-hour part-time position working at the library and overseeing operations of the Bonner Springs Farmers' Market. During market season (May through October) this staff member works day shifts Thursday and Friday at the library and Saturdays at the Market. In the off-season the shifts change to Wednesday through Friday. This is not a seasonal position.

Market duties include

- on-site oversight of market operations (including set-up and tear-down)
- planning market operations prior to market season (a responsibility that includes scheduling and running meetings with stakeholders)
- coordination of activities by volunteers, Market Association members, City and Library staff, vendors, and performers/presenters
- enforcement of Market rules (a responsibility that may involve farm visits)
- tracking of fees and reimbursements (including Double Up and SNAP)
- advertising the market or assisting others (volunteers or City staff) with such
- recruitment of vendors and volunteers

Library duties include

- shelving library materials
- providing quality circulation and reference services to patrons in person and by phone
- processing library materials
- working with other staff on one or more of our public communication efforts (website, newsletter, calendar)

Applicants must have computer skills and the ability to work with the public in a professional manner. Previous relevant experience is preferred, but not required. Starting salary is \$15.00 to \$17.50 per hour DOQ (limited benefits position, no health benefits). Applications are available at the Bonner Springs City Library, 201 N. Nettleton Ave., Bonner Springs, KS 66012 or at <http://www.bonnerlibrary.org> and will be accepted until July 31st.