



## **JOB OPPORTUNITY: Youthmarket Manager/Driver**

GrowNYC

100 Gold Street, Suite 3300, New York, NY 10038

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### **Organization Information:**

For nearly 50 years, GrowNYC has been transforming communities throughout the five boroughs by giving New Yorkers the tools and resources they need to make our city cleaner, healthier, and more sustainable. Whether it's operating the world-famous Union Square Greenmarket, building a new community garden, teaching young people about the environment, or increasing recycling rates through education, GrowNYC is hard at work in your neighborhood. GrowNYC is a privately-funded 501(c)(3) not-for-profit organization.

**Job Description:** GrowNYC seeks highly organized, self-motivated, outgoing early-risers to manage 2-3 youth-run farm stands in NYC. Reporting to the Youthmarket Program Coordinator, the Youthmarket Manager/Driver will set up and take down farm stands, oversee merchandising and sales, supervise youth and conduct at-market lessons and activities about the produce sold at the market, healthy eating, and small business skills. The Youthmarket Manager/Driver will also have scheduled office hours to deposit market income and submit all financial paperwork for their markets to the Program Coordinator. The Youthmarket Manager/Driver will function as Youthmarket's field representative to program participants and partner organizations and must have the ability to work well with a wide variety of individuals, including youth and seniors. The Youthmarket Manager/Driver will be required to work weekends and early mornings and ***must have a valid driver's license in good standing, preferably with experience driving vehicles and/or cargo vans in NYC.***

**Physical Requirements:** The Youthmarket Manager/Driver position requires working outdoors in all weather conditions, standing and walking for extended periods, carrying heavy and bulky items on a daily basis (must be able to lift 50 lbs), and working early morning hours.

### **Responsibilities:**

Below is a list of some, but not all, of the Youthmarket Manager/Driver duties:

- Operate a van on NYC surface roads and highways, and distribute market equipment to Youthmarket sites;
- Maintain equipment and materials necessary to daily market operations, including price signs, tents, tables, and scales;
- Supervise daily market operations—including set up, merchandising, sales, and breakdown—according to schedule;
- Fill out daily paperwork to be submitted to the Program Coordinator;
- Maintain strict oversight of market revenue, and submitting it to the Program Coordinator;
- Help facilitate a training session for youth staff at the outset of the market season;
- Supervise youth at market, guiding them as they receive on-the-job training in customer service and merchandising and educating them about market product and the program's mission;
- Perform outreach in the local community to promote markets, and the use of EBT/Food Stamps at the market;
- Oversee and guide volunteers at market;
- Function as GrowNYC and Youthmarket's representative to partner organizations and their staff;
- Be knowledgeable about origins and uses of products at market; be able to communicate that knowledge to youth and customers.

**Qualifications:**

- Have a valid driver's license and willingness to drive a cargo van
- Early-riser who enjoys working outdoors in all weather conditions
- High physical energy (must be able to lift 50 lbs)
- Passionate about farming, farmers markets, local agriculture, cooking, and/or food access in low NYC's low-income communities
- Willing to work weekends and holidays, especially Saturdays
- Have experience in community outreach and/or education
- Enjoy talking with people of all backgrounds
- Reliable, responsible and capable of working both independently and as a member of a team
- Be a creative problem-solver, able to troubleshoot and use good judgement to make on-the-spot decisions
- Excellent time management and organizational skills
- Have strong communications skills, both written and verbal
- Familiarity with Microsoft Office and Google Documents
- Experience working with young people and/or seniors
- Fluency in multiple languages is a big plus (especially, but not limited to, Spanish, Mandarin and Cantonese)

**How to Apply:**

Agriculture is seasonal in New York, as is the job of the Youthmarket Manager/Driver. The position will start with training days in late May, with full-time/seasonal work beginning in late June and ending in late November. The Youthmarket Manager/Driver will work about 30-35 hours per week. The position pays \$16/hour and includes only statutory benefits. Submit cover letter, resume, and three references to Kori Petrovic, Youthmarket Program Coordinator, at [kpetrovic@grownyc.org](mailto:kpetrovic@grownyc.org). Please write "*Youthmarket Manager/Driver position*" in the subject line. Interviews will be on a rolling basis and positions will be filled as they become available. No phone calls please. For additional information about Youthmarket, please see our website at [www.grownyc.org/youthmarket](http://www.grownyc.org/youthmarket).

**GrowNYC is an Equal Opportunity Employer.** All qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, sex, age, disability, marital status or sexual orientation.