



# WATERLOO RESIDENTS' MARKETS and GARDENS INCORPORATED

## DUTY STATEMENT – MARKETS PROJECT COORDINATOR

<b>POSITION</b>	<b>PROJECT COORDINATOR</b>	<b>STATUS</b>	PART-TIME EMPLOYMENT	<b>SUPERVISOR</b>	WATERLOO RESIDENTS MARKETS and GARDENS ASSOCIATION MANAGEMENT COMMITTEE (WRMAGA Inc)
<b>COMMENCEMENT DATE</b>	TBA	<b>PAY RATE</b>	NIL	<b>POSITION STATUS</b>	VOLUNTARY ONLY
<b>TOTAL EMPLOYMENT HOURS</b>	FLEXIBLE, however position holder MUST be prepared to spend SIX HOURS at the Markets every Friday while trading is conducted.  Coordinator is expected to attend all Association General and Committee meetings and to prepare and present reports to the committee.	<b>WORKING LOCATION</b>	MARKET ACTIVITIES: Carpark behind the Marton Building, in Cope Street, Waterloo.  MEETINGS: Community Office, Ground floor, Marton Building, Cope Street, Waterloo	<b>ADDITIONAL HOURS REQUIRED</b>	In addition to attending Association meetings and the Markets each Friday, the Coordinator will be required to spend additional time promoting the project, and time visiting other community groups to speak on behalf of the WRMAGA Inc.

### KEY RESPONSIBILITIES

<b>SET UP MARKETS SPACE EACH TRADING DAY.</b>	Provide direction to other Markets volunteers to ensure the Market stalls are set up in a safe and professional manner.
<b>Ensure WRMAGA Inc's policies are adhered to.</b>	Maintain all records relating to the professional management of the Markets.
<b>Prepare and present reports to the committee.</b>	Work cooperatively with the Markets Team to ensure all the goods being sold meet the WRMAGA Inc's strict policies.
<b>Assist the committee to promote and expand the Markets project over time.</b>	Work cooperatively with the other Markets volunteers to ensure stallholders adhere to WRMAGA policies.  Provide practical assistance to stallholders when required.
<b>Dismantle and store all equipment used during the Market trading sessions.</b>	Ensure all stallholders complete registration forms and pay the stall hiring fee EACH day they trade.
<b>Provide direction to other voluntary Markets Assistants, supervise and support, their activities throughout all Trading Periods.</b>	Keep detailed records of all money received and pass funds to the Association Treasurer no later than the trading day end.  Provide training to volunteers who join the Markets project.
<b>Make the Association Secretary aware of any problems that occur during stall trading periods or any issues relating to the Markets.</b>	Attend WRMAGA Inc committee meetings and attend other community based meetings when required.  Consistently perform tasks in accordance with the association's professional standards and deliver the highest level of customer service when interacting with other volunteers, committee members and the public.



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TO BE SIGNED BY THE AUTHORISED ASSOCIATION OFFICER AND THE SUCCESSFUL CANDIDATE UPON APPOINTMENT TO THE POSITION.

## ACCEPTANCE OF DUTIES OUTLINE IN THE JOB DESCRIPTION

ASSOCIATION OFFICER'S NAME		ADDRESS	
POSITION/ROLE			
PHONE			
<p><b>Below - For the successful candidate.</b></p> <p>I have read the roles and responsibilities contained in this Job Description and agree to accept them as stated, without reservation.</p>			
CANDIDATE'S FULL NAME		ADDRESS:	
Email Address			
CANDIDATE'S SIGNATURE		DATE	I hereby authorize the appointment of the candidate named herein and wish the new Markets Coordinator success in the role.  <b>ASSOCIATION PRESIDENT'S SIGNATURE:</b>  DATE:
WITNESS		DATE	