



Job Opening:

FARMERS' MARKET COORDINATOR / LIBRARY ASSISTANT

The Bonner Springs City Library is accepting applications for a part-time position (18 hours per week), splitting duties between Farmers' Market coordination and staffing the library. Hours at the library include Thursday evenings and one weekend out of six. Hours at the Farmers' Market (May through October) include Saturday mornings.

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
- assisting with programs (especially food-related programs in off-market season)

Applicants must have excellent 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 per hour (non-benefits position). 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 opening is filled.

Post until 2/8/2021