



WAYNE COUNTY HEALTH DEPARTMENT

Nicholas V. Cascarelli, Ed.D. *Health Commissioner* **Eric A. Smith, MD** *Medical Director*

CONTRACT POSITION – 2 YEARS

ORRVILLE FARMER'S MARKET MASTER

Classification:	2-year Paid Contract Position – Average 27 hrs. per week - \$24.50 per hour. NO benefits, NO overtime, paid as 1099 (please note that this contract will end on February 28, 2028.)
Job Title:	Orrville Farmer's Market Master
Supervisor by:	Wayne County Creating Healthy Communities Team (WCCHCT) And the Wayne County Health Department

JOB RESPONSIBILITIES:

The Market Master is responsible for overseeing the vendor management of the Orrville Farmer's Market **EACH WEEK**. Including:

- Processing applications and agreement forms and filing them
- Assigning vendor numbers, notifying vendors of acceptance, making vendor badges
- Keeping attendance to verify that the correct vendors are present
- Ensuring that vendors are set up on time and tearing down at the correct times
- Assigning vendors to a location that does not have like vendors beside one another
- Keep track of the number on schedule to avoid under booking or overbooking
- Responding to call offs and attempting to schedule a replacement
- Collection of vendor space payments
- Enforcement of market rules and regulations

Marketing the Orrville Farmer's Market (these activities will continue year-round)

- Develop, Implement, and Evaluate a marketing plan adjusting as needed.
- Purchasing marketing materials.
- Keeping social media up to date for use as a marketing tool
- Checking and responding to emails
- Attend and participate in meetings
- Track hours worked and document activities performed and submit to the Wayne County Health Department no less than monthly

Vital Statistics – Community Health Services - WIC

244 W. South St. Wooster, OH 44691
Phone: (330) 264-9590
Fax: (330) 262-2538
info@wayne-health.org

Environmental Health

428 W. Liberty St. Wooster, OH 44691
Phone: (330) 264-2426
Fax: (330) 262-8433
ehinfo@wayne-health.org

The Wayne County Health Department is an Equal Opportunity Employer and Provider



Manage WIC Farmer's Market Coupons and *Senior Farmer's Market Nutrition Program

- Complete trainings for both programs
- Ensure that vendors are following these guidelines
- Renew applications as needed
- Take payments, track them, and reimburse appropriate farmers

Coordinate special activities or entertainment during the market

Resolve issues between customers and vendors or vendors among themselves

Apply for yearly permit from the city

QUALIFICATIONS / SKILLS

Must have:

- Strong planning and organizational skills
- Outstanding communication skills
- Leadership capabilities
- Ability to maintain professional conduct while interacting with vendors, customers, WCCHCT, City officials, etc.
- Basic math skills
- Proficient knowledge of Microsoft Word, Excel, PowerPoint, Canva, Adobe Acrobat, Social media platforms.
- Integrity and be trustworthy
- Self-motivation and be able to work independently

Preferred:

- Customer service experience
- Experience in event planning
- Farmer's market experience
- Higher education a plus

* Potential candidates will be screened by the Wayne County Health Department and if considered will be interviewed by the WCCHCT. Chosen candidate will be expected to be ready to start immediately upon notification of hire.

** All potential candidates must turn in a Resume with an email, address, and phone number before 3-27-2026.