

MAC Farmers Market Coordinator

Job Description

Your job as coordinator is to insure we have folks to setup, man, and breakdown the Master Gardener booth and the MAC Farmers Market which is help every year from mid-May till around the first week of September. This is achieved, with the help of Jade, through group mailings to the membership (which you author), and online signups (via [Signups.com](https://signups.com)). In addition you also work with Jade to insure the plant clinic box is maintained and ready to go. It's your job to insure all participants know what is expected of them, so good communication is critical, especially for those new to the process.

Responsibilities

The MAC Farmers Market typically takes place each year between mid-May and mid-September. Sometime in mid-March the MAC FM Manager for the Downtown association, (currently Renee Crank - reneecrank@gmail.com) will send out an email to the YCMGA's designated MAC FM Coordinator, and the OSU Extension POC (currently Kellie Wattcherson) announcing the coming years starting date, an application, FM handbook, and possibly the date of an "Informational Gathering". The application is filled out and returned to Renee by the OSU POC. As coordinator you should review the FM Handbook and attempt to attend the "Informational Gathering".

The MAC Farmers Market usually runs from 12 noon to 6pm on Thursdays. We have 2, three hour sessions (noon-3pm and 3pm-6pm) where we need at least two MG's to man the booth. In addition we need someone to setup and breakdown the booth. We use online signups (via [Signups.com](https://signups.com)) to schedule these slots. Jade has administrative access the Signups.com site and can create a new event along with all the individual slots for a complete season. In addition she and can also manually add MG's who call the office and want to signup but are not comfortable with computers. As MAC FM Coordinator you are also given administrative access to Signup.com and if you are comfortable, can also create and manage the event yourself. Jade also monitors the signup list and sends out requests to the whole group when slots need filling.

Your job as coordinator is to make sure all participants know what is expected of them, so good communication is critical, especially for those new to the process.

Maintaining the Clinic Box.

One of the main recurring tasks of the coordinator is to insure the clinic box is ready each week.

The Grey duffle bag marked “MAC Farmers Market” is the one that should be checked to insure the following contents:

Books

Sunset “Western Garden” Book
“Weeds of the West” Book
“Landscape Plant Problems” Book

Green Publications Binder

Intake Forms
Master Gardener Brochures
Community Garden Brochures
Recent Flyers for Events
Seasonal Handouts

Misc

Hand lens
OSU giveaways- pencils and pens,
etc.
Note pads
Paper clips
Tape

Push pins
Book clips
Bungee cords
Bag of rocks
Table Cloth
2 Clipboards
Business Cards-OSU Extension
Master Gardener Banner w/bungees
Tally Sheet of Contacts
4 – large rubber bungees for holding
Popup weights

1 - 3 Tiered literature holder
1 - Trifold brochure holder
1 -Clear literature display stands
1 - Business card holder
1 – Tray for giveaway

Seasonal handouts can be found in the Master Gardener Office in a blue file box, labeled **Plant Clinic Papers**. You may pick up any extra forms that you would like to bring along with you. But be sure to leave the copy in the plastic sleeve, the rest are for you to take. You can make more copies, if needed. Please ask the office staff for copying procedures. Many of these useful publications can also be found on line on the [YCMGA website](#) or through the [OSU extension catalog](#). The office staff can also help with printing these if you need it. Some of the routinely popular handouts we always want on hand include:

- [Growing Your Own - EM 9027](#)
- [Vegetable Gardening in Oregon - EC 871](#)
- [Monthly Gardening Calendar](#)
- [Fertilizing Your Garden: Vegetables, Fruit, and Ornamentals - EC 1503](#)

We also try to have some rotating activity or poster board we can use to use to keep up the appeal of the booth. Nancy Woodworth and Heather both have a variety of poster board materials available. We’ve also had good luck drawing in kids with a seed planting station that allows them to plant some seeds in a 6 pack and take it home. There is a box in the shed that contains most of the materials for this activity. You may need to bring a jug of water for watering the six packs.

Setup/Breakdown procedures

There are a number of pieces of equipment located in the shed at the extension office that are used to setup the MAC FM Booth. Whoever is doing setup can ask Kellie or Jade for the shed key. This key is passed along to whoever is doing breakdown then returned through the mail slot. Along with any intakes received during the market.

The equipment in the shed includes:

- The MAC FM Grey & Black Duffle bag
- Popup tent
- 4 – PVC popup weights.
- White plastic table
- White board
- Two blue collapsible chairs.

Manning the booth

The booth should always have at least two, but no more than three Master Gardeners during each of the two three hour slots. Make sure those manning the booth remember to note the number of contacts during their shift (usually on one of the binders) and to fill out and return any intakes. Also remind them of these best practices:

- Be helpful, friendly, and engaging with the public
- Don't talk excessively amongst yourselves or bury your head in your phone.
- Don't get sucked into, or start political or religious discussions with the public
- If you are able, help whomever is doing setup/breakdown.
- Your phone number and the Extension office phone number, should an issue arise.